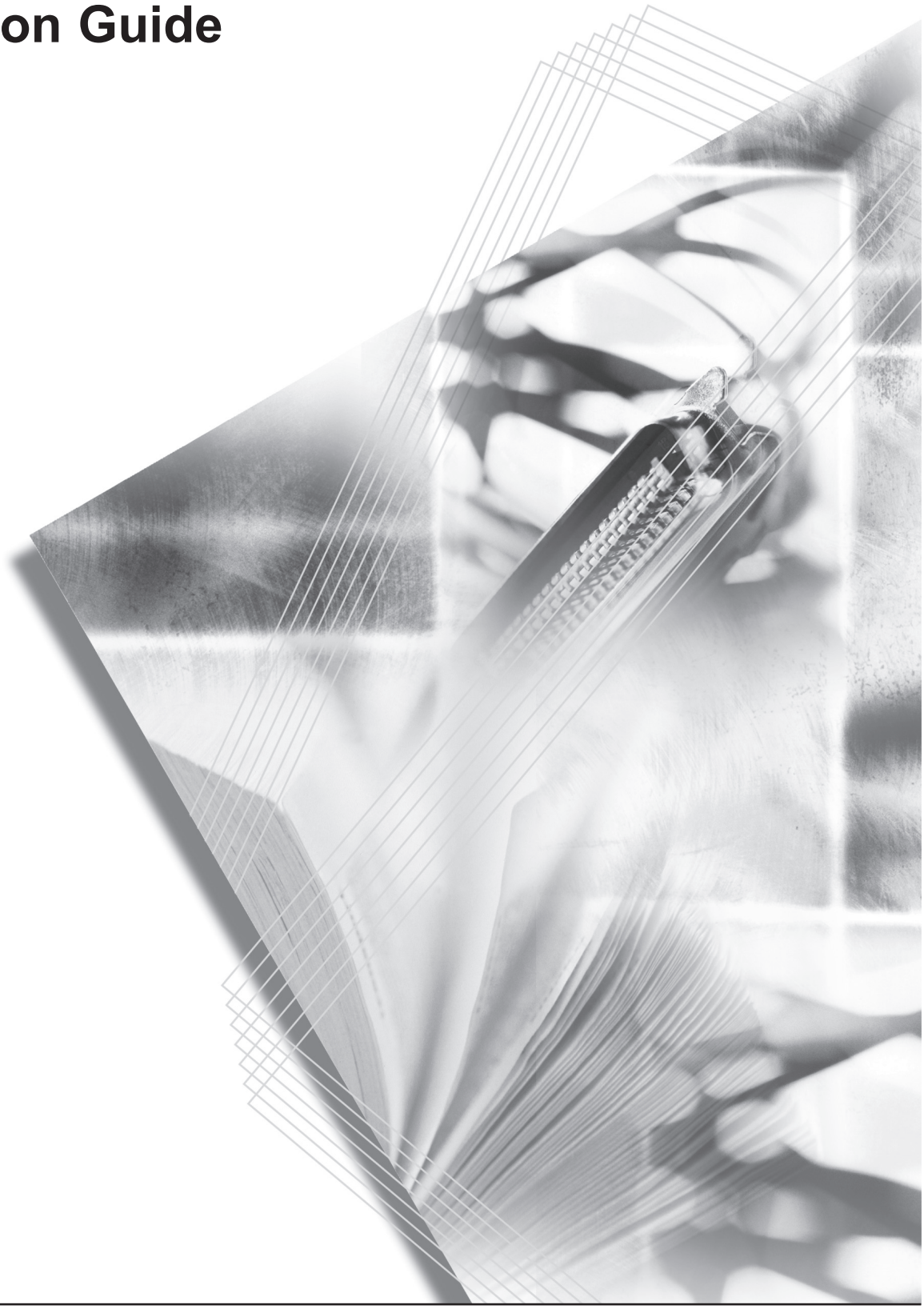
3050
4050
5050

Operation Guide



Please read the Operation Guide before using this machine. Keep it close to the machine for easy reference.

Introduction

Thank you for your purchase of 3050, 4050 and 5050.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

In this Operation Guide, 3050, 4050 and 5050 are referred to as 30 ppm model, 40 ppm model and 50 ppm model respectively.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

- Legal Information.....ii
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Energy Saving Control Function

The device comes equipped with Sleep where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time since the device was last used.

Sleep

The device automatically enters Sleep when 8 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see *Sleep and Auto Sleep on page 3-4*.

Automatic 2-Sided Copy Function

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see *Duplex Copying on page 3-14*.

Paper Recycling

The Energy Star Program encourages the use of recycled paper which reduces the load on the environment and this device supports recycled paper. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

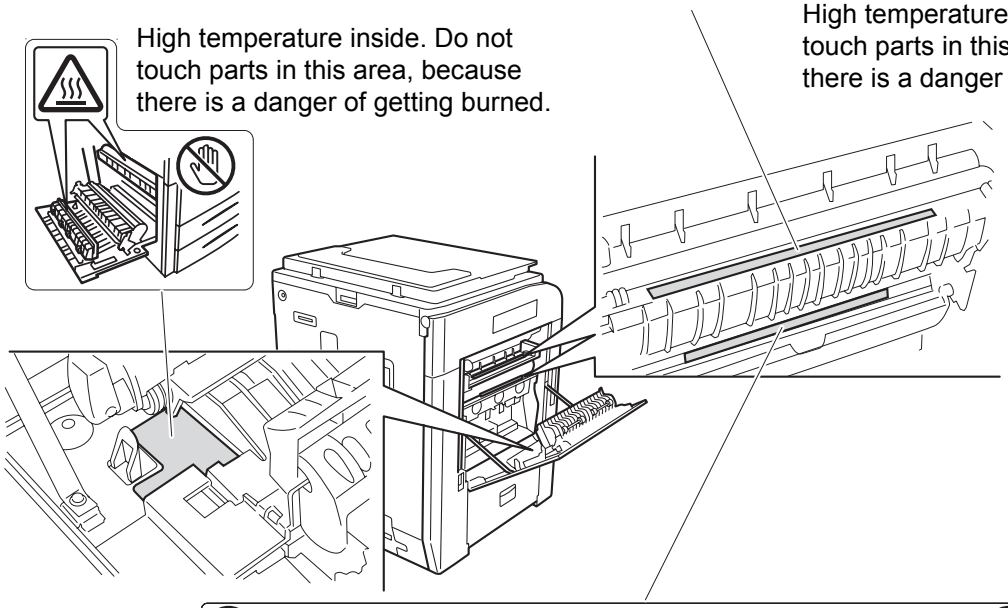
.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

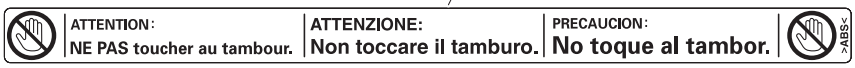
Caution / Warning Labels

Caution / Warning labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

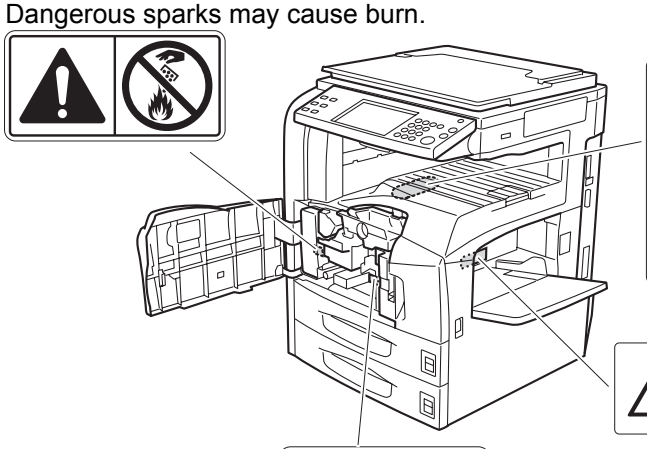
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.



High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

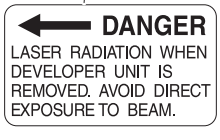


Do not incinerate toner and toner container. Dangerous sparks may cause burn.



Label inside the machine (Laser radiation warning)

DANGER
• CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION
• CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT
• KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNE NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE
• CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION
• CLASE 3B RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO!
• AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告 • 该产品为3B类激光产品，打开盖子后会有激光辐射，请避免光束照射。
警告 • 該產品爲3B類激光產品，打開蓋子後會有激光輻射，請避免光束照射。
위험 • CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告 • ここを開くとクラス3Bレーザー光がでます。ビームを直接見たり、触れないでください。



Moving parts inside. May cause personal injury. Do not touch moving parts.

⚠ Installation Precautions

Environment

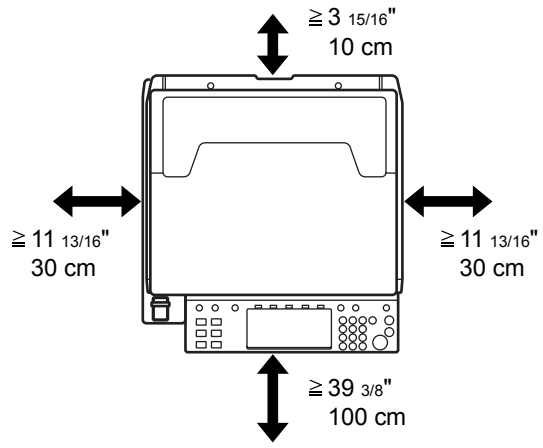
⚠ CAUTION

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters or other heat sources, or locations near flammable items to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine.



Other precautions

Adverse environment conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power supply/Grounding the machine

⚠ WARNING

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the outlet. If metallic objects come into contact with the prongs on the plug, it may cause a fire or electric shock.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other precautions

Connect the power plug to the closest outlet possible to the machine.

Handling of plastic bags

⚠ WARNING

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

⚠ Precautions for Use

Cautions when using the machine

⚠ WARNING

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This type of situation presents a danger of fire or electrical shock should they fall inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or exposure to the laser. If the laser beam escapes, there is a danger of it causing blindness.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

CAUTION

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

Always hold the designated parts only when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this guide.

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This machine comes equipped with an HDD (hard disk drive). Do not attempt to move the machine while the power is still on. Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine.

In the event there is a problem with the machine's HDD (hard disk drive), stored data may be erased. It is recommended that important data be backed up on a PC or other media. Be also sure to store originals of important documents separately.

If using the optional Data Backup Kit, received fax data on the HDD can be stored here and prevent accidental loss of data.

Cautions when handling consumables

⚠ CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.

If the optional Fax kit is installed and the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep mode.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40ºC while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

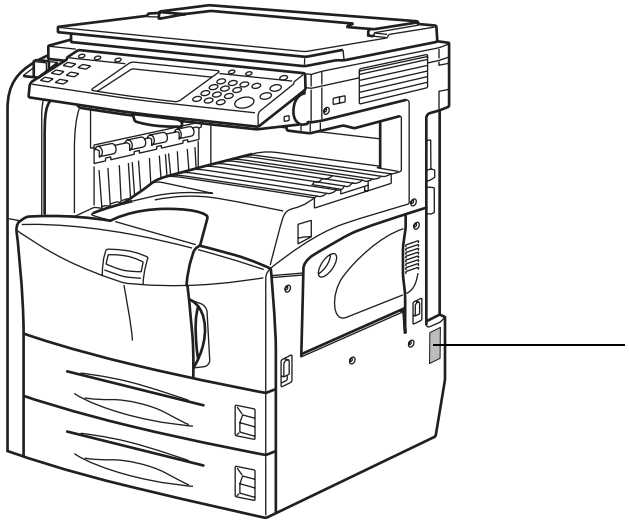
SAFETY OF LASER BEAM

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

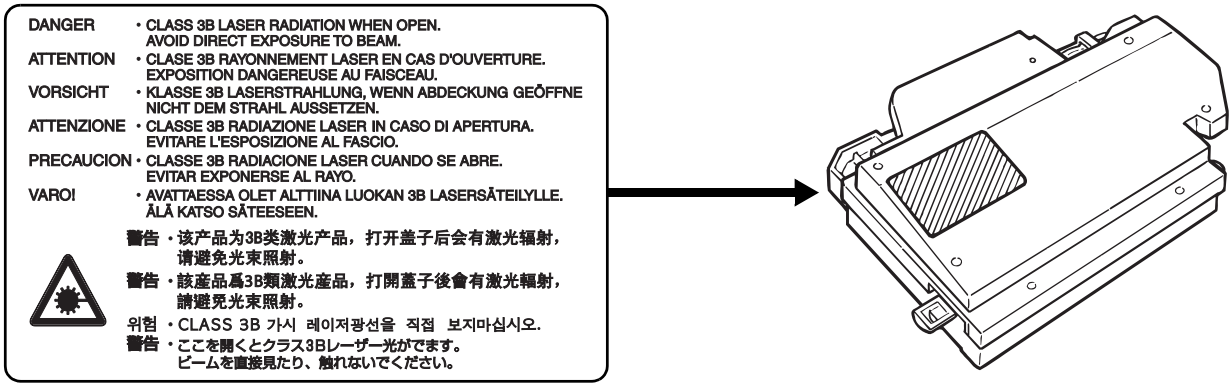
A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the right.



3050
COPYING MACHINE
120V~ 60Hz 11.5A
MACHINE
No.PPH
MANUFACTURED
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0151
Contains IC:1059B-B5J0151
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
C11
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN CHINA
4050
COPYING MACHINE
120V~ 60Hz 11.5A
MACHINE
No.PPJ
MANUFACTURED
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0151
Contains IC:1059B-B5J0151
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
C11
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN CHINA
5050
COPYING MACHINE
120V~ 60Hz 11.5A
MACHINE
No.PPK
MANUFACTURED
FOR HOME OR OFFICE USE
2J85
LISTED LT.E.
FCC ID:E52B5J0151
Contains IC:1059B-B5J0151
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.
C11
KYOCERA MITA Corporation
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN
MADE IN CHINA

3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.


DANGER • CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION • CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT • KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNE NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE • CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION • CLASSE 3B RADIACION LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! • AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告 • 该产品为3B类激光产品，打开盖子后会有激光辐射，请避免光束照射。
警告 • 該產品爲3B類激光產品，打開蓋子後會有激光輻射，請避免光束照射。
위험 • CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告 • ここを開くとクラス3Bレーザー光がでます。ビームを直接見たり、触れないでください。

4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the front cover is opened.

Safety Instructions Regarding the Disconnection of Power

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION **—** The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

* The above warning is valid only in the United States of America.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

MERCURY WARNING

Hg

THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Warranty

NEW 3050/4050/5050 MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer's new Multifunctional Product (referred to as “MFP”), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship as follows. For model **KM-3050** - one year from date of installation or 400,000copies/prints, whichever occurs first; and for models **KM-4050 and KM-5050** - one year from date of installation or 500,000 copies/prints,, whichever occurs first. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera's only obligation and the Customer's exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor.

2. This warranty is valid only for the original retail purchaser (referred to as the “Customer”) of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase.

3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area, or check Kyocera’s Website at www.kyoceramita.com./us.

4. This warranty does not cover MFP's or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) have had the serial number modified, altered, or removed.

5. This warranty does not cover Maintenance Kits or the components of Maintenance Kits, which consist of the drum unit, the fixing unit, and the developing unit which have a separate warranty.

6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person, is authorized to extend the time period, or expand this warranty on behalf of Kyocera.

7. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE MFP.

KYOCERA MITA AMERICA, INC.
225 Sand Road
Fairfield, New Jersey
07004-0008, USA

KYOCERA MITA CANADA, LTD.
6120 Kestrel Road
Mississauga, Ontario L5T 1S8
Canada

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Part Names

Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use

Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use.

Chapter 3 - Basic Operation

Describes the procedures for basic copying, printing and scanning.

Chapter 4 - Optional Equipment

Introduces the convenient optional equipment available for this machine.

Chapter 5 - Maintenance

Describes cleaning and toner replacement.

Chapter 6 - Troubleshooting

Explains how to handle error messages, paper jams and other problems.

Appendix

Explains how to enter characters, and lists the machine specifications.

Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Advanced Operation Guide

Explains copying, printing and scanning features in depth, as well as default settings.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates a message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 3-4.*
Note	Indicates supplemental information or operations for reference.	**NOTE:**
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**CAUTION:**

Description of Operation Procedure

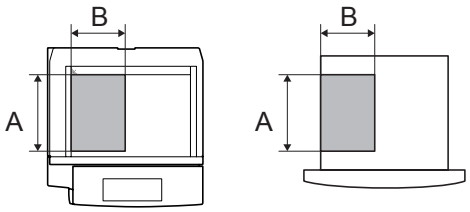
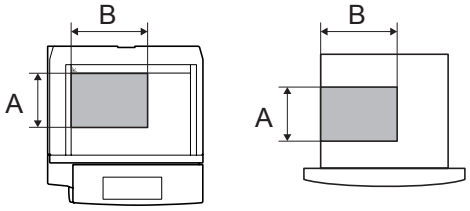
In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [Copy]. ▼ Press [Next] of *Quick Setup*. ▼ Press [▼] twice. ▼ Press [Change] of *Original Image*.	Press [Copy], [Next] of *Quick Setup*, [▼] twice, and then [Change] of *Original Image*.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the original/paper.

Placement direction	Indicated size *
Vertical direction  Original Paper For the originals/paper, dimension A is longer than B.	A4, B5, A5, B6, A6, 16K, Letter, Statement
Horizontal direction  Original Paper For the originals/paper, dimension A is shorter than B.	A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R

* The size of the original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

Placement direction	Originals	Paper
Vertical direction		
Horizontal direction		

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2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.

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Check bundled items

Check that the following items have been bundled.

- Operation Guide (This Guide)
- CD-ROM(Product Library)
- CD-ROM(TWAIN compatible application)

Documents Contained in the Included CD-ROM

The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary.

Documents

Advanced Operation Guide

KX Driver User Guide

Network FAX Driver Operation Guide

COMMAND CENTER Operation Guide

KM-NET for Clients Operation Guide

KM-NET for Direct Printing Operation Guide

Scan to SMB(PC) Setup Guide

PRESCRIBE Commands Technical Reference

PRESCRIBE Commands Command Reference

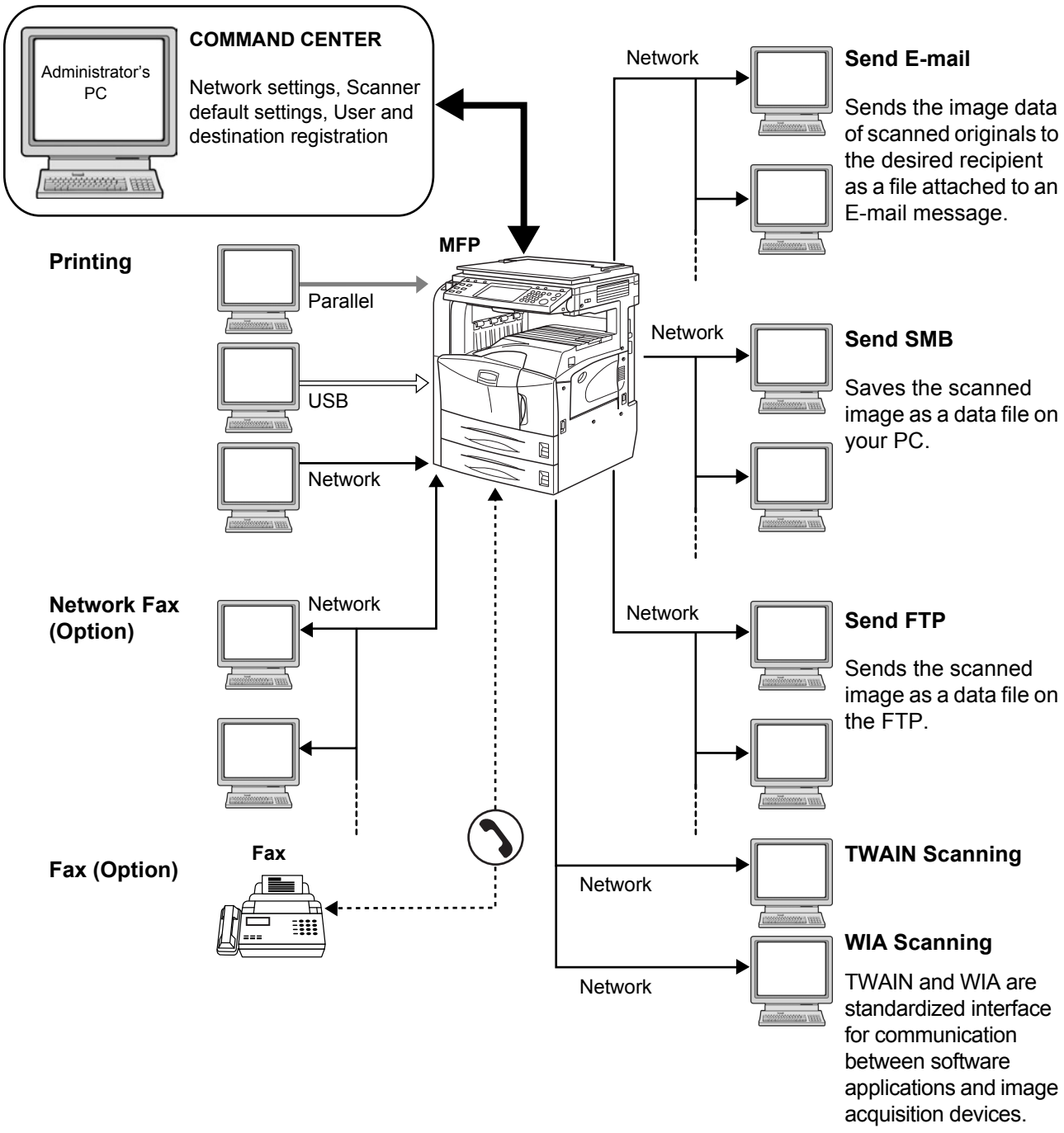
Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC or network, and prepare the necessary cables.

Connection Example

Determine the method to connect the equipment to a PC or network by referring to the illustration below.

Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T)



Preparing Necessary Cables

The following interfaces are available to connect the equipment to a PC. Prepare the necessary cables according to the interface you use.

Available Standard Interfaces

Function	Interface	Necessary Cable
Printer/Scanner /Network Fax*	Network interface	LAN (10Base-T or 100Base-TX, Shielded)
Printer	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)
	Parallel interface	Parallel cable (IEEE1284 Compliant, Max. 1.5 m)

* Function available when using optional fax kit. For details on Network Fax, refer to *the Fax Kit Operation Guide*.

Optional Interface

Serial interface is optionally available.

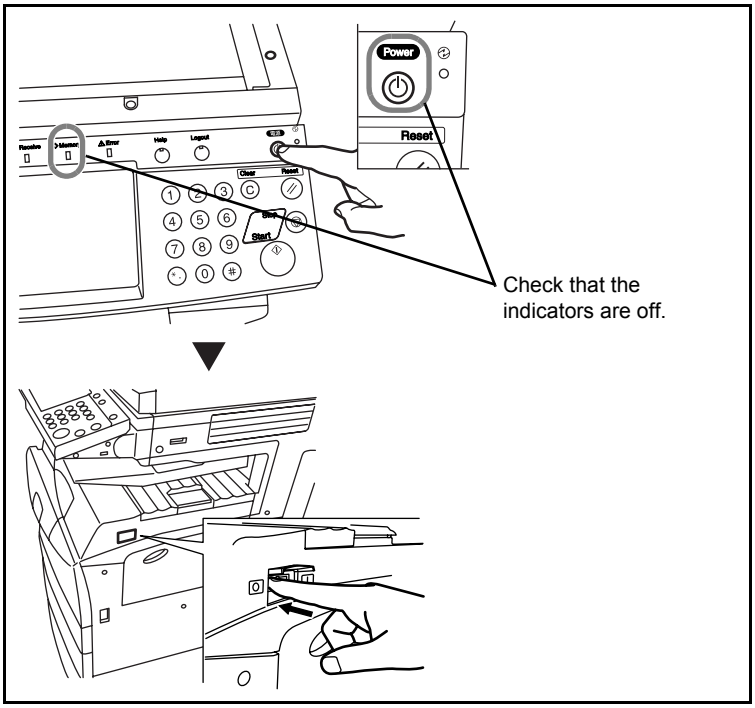
Function	Interface	Necessary Cable
Printer	Serial interface	RS-232C cable (Max. 15 m)

Connecting Cables

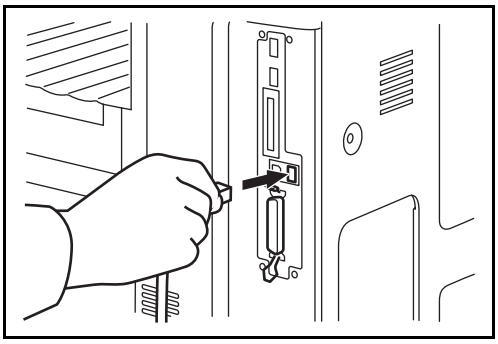
Connecting LAN Cable (Optional)

Follow the steps below to connect a LAN cable to the machine.

1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.



2 Connect the LAN cable to the network interface located on right side of the body.



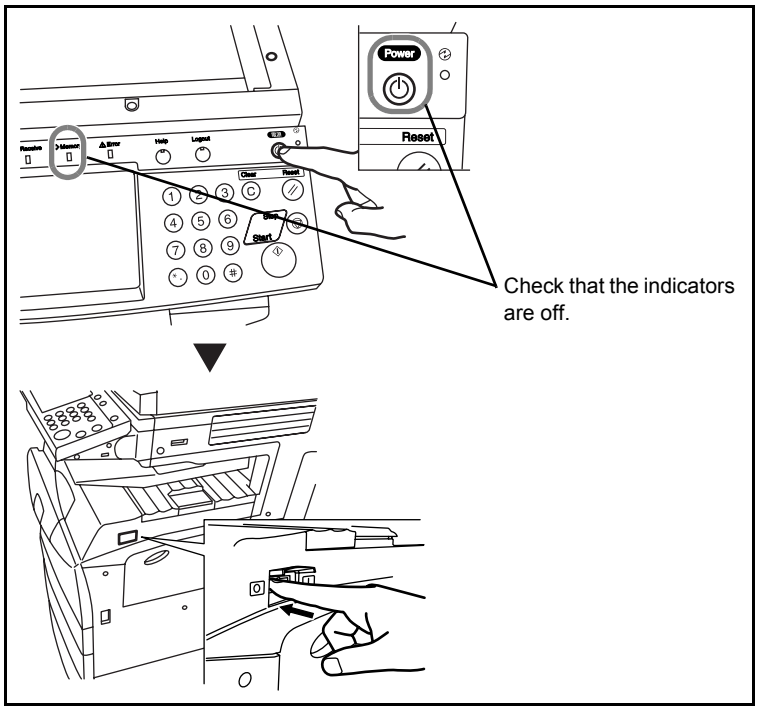
3 Connect the other end of the cable to the hub.

4 Configure the network. For details, refer to *Configuring a Network (LAN Cable Connection) on page 2-10*.

Connecting Parallel/USB Cable (Optional)

Follow the steps below to connect a parallel or USB printer cable to the machine.

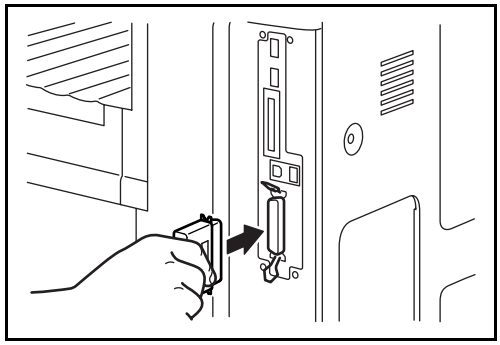
1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.



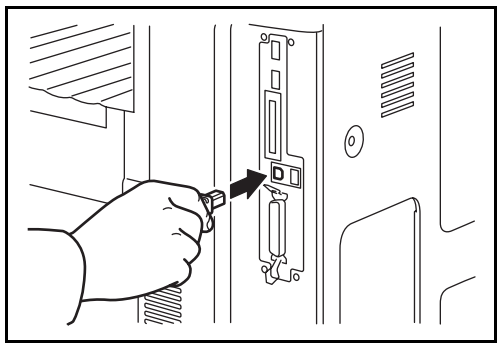
2 If connection is established using a parallel cable, the PC to be connected should also be powered off.

3 Connect the printer cable to the appropriate interface located on the right side of the body.

When Connecting to Parallel Interface



When Connecting to USB Interface



4 Connect the other end of the cable to the PC.

Connecting the Power Cable

Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT: Only use the power cable that comes with the machine.

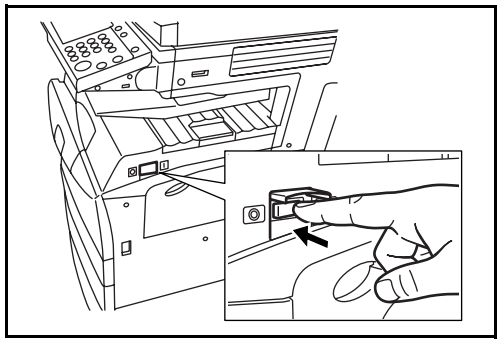
Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

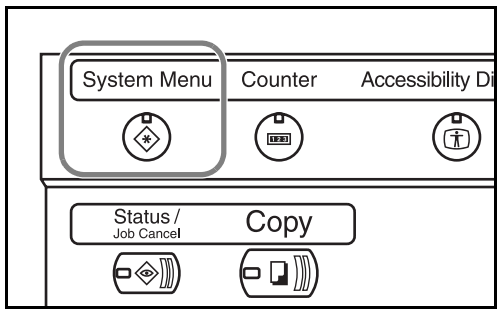
When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE: Be sure to set the time difference before setting the date and time.

1 Turn on the main power switch.

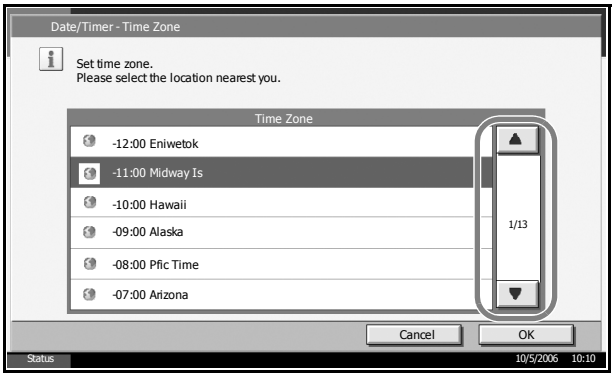


2 Press the **System Menu** key.



3 Press [▼], [Date/Timer] and then [Change] of *Time Zone*.

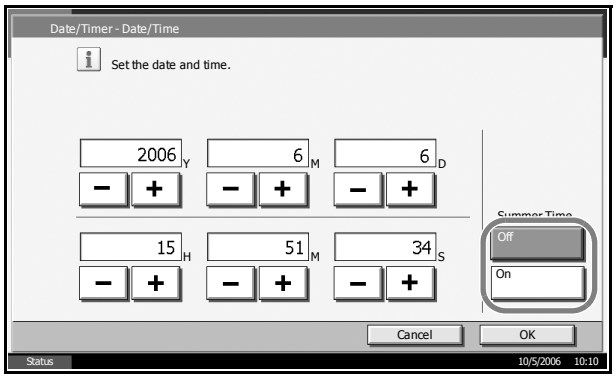
4 Select the region and press [OK].



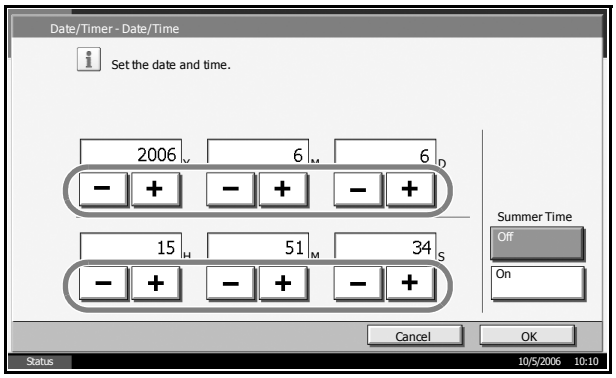
NOTE: Press [▲] or [▼] to view the next region.

5 Press [Change] of *Date/Time*.

6 Press [Off] or [On] of *Summer Time*.



7 Set the date and time. Press [+] or [–] in each setting.



NOTE: Settings are Year (Y), Month (M), Date (D), Hour (H), Minute (M) and Second (S).

8 Press [OK].

9 When exiting, press [Return to Top] repeatedly to return to the System Menu default screen.

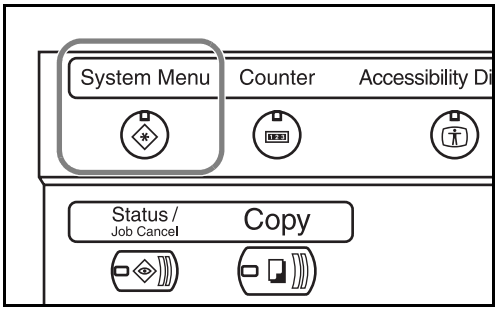
Configuring a Network (LAN Cable Connection)

The machine comes with a standard network interface and supports each of TCP/IP, IPX/SPX, NetBEUI and AppleTalk protocols, allowing network printing on various platforms such as Windows, Macintosh, UNIX and NetWare.

Setting TCP/IP (When Using Fixed IP Address)

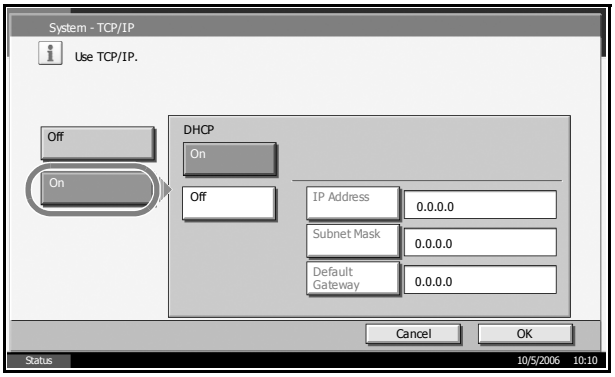
Follow the steps below to set TCP/IP when a fixed IP address is used. Make sure that an IP address is available by asking your network administrator to obtain it in advance.

1 Press the **System Menu** key.



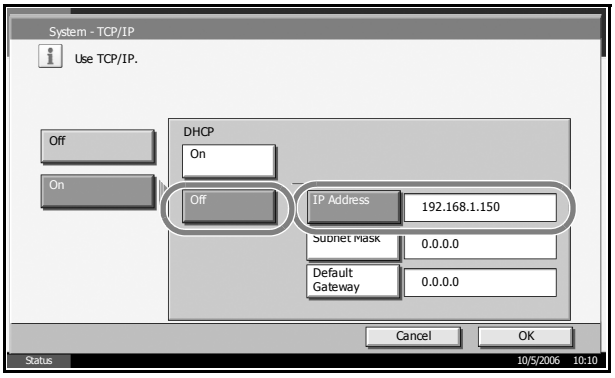
2 Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.

3 Press [On] of *TCP/IP*.



4 Press [Off] of *DHCP*.

5 Press [IP Address] and enter the IP address using the numeric keys.



6 Press [Subnet Mask] and enter the address using the numeric keys.

7 Press [Default Gateway] and enter the address using the numeric keys.

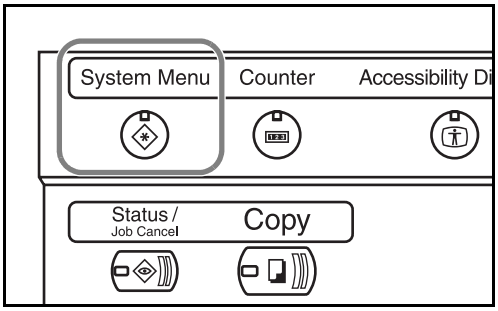
8 Check that all addresses are entered correctly, and press [OK].

9 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power switch off and on.

Setting TCP/IP (When Using DHCP)

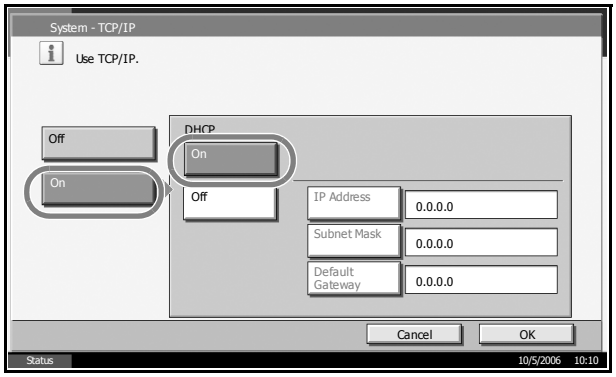
Follow the steps below to set TCP/IP when a DHCP server is available.

1 Press the **System Menu** key.



2 Press [System], [Next] of *Network* and then [Change] of *TCP/IP*.

3 Press [On] of *TCP/IP* and [On] of *DHCP*.



4 Press [OK].

5 Press the **Power** key, and after confirming that the **Power** key/indicator and memory indicator have turned off, turn the main power switch off and on.

Accessing COMMAND CENTER (Settings for Network and Transmission)

COMMAND CENTER is a tool used for tasks such as verifying the operating status of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking.

NOTE: Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to *the Fax Kit Operation Guide*.

The procedure for accessing COMMAND CENTER is explained below.

1 Launch your Web browser.

2 In the Address or Location bar, enter the machine's IP address.

E.g.) http://192.168.48.21/

The web page displays basic information about the machine and COMMAND CENTER as well as their current status.

3 Select a category from the navigation bar on the left of the screen. The values for each category must be set separately.

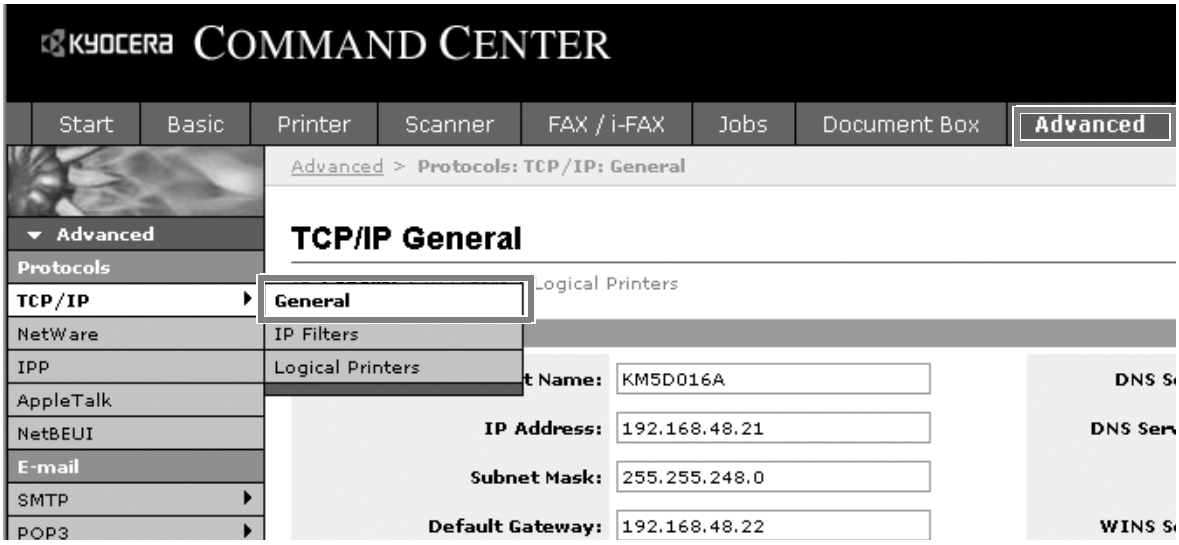
If restrictions have been set for COMMAND CENTER, enter the correct user name and password to access pages other than the startup page.

TCP/IP Settings

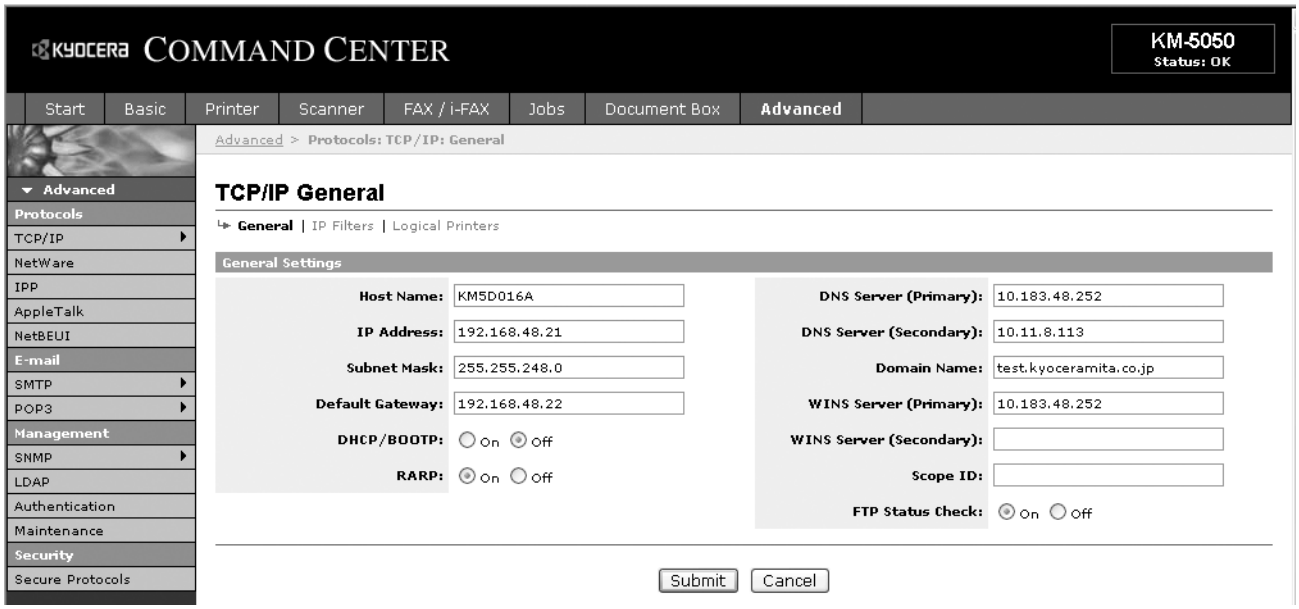
Use this page to specify the settings required for network printing and sending E-mail.

The procedure for specifying the TCP/IP settings is explained below.

1 Click Advanced -> Protocols -> TCP/IP -> General.



2 Enter the correct settings in each field.



The settings to be specified in the TCP/IP settings screen are explained below.

Item	Description
Host Name	Specifies a name for the machine system network component. This name is also used as the NetBEUI Printer Name and the SNMP sysName object.
IP Address	Assigns the Internet Protocol address on the machine system network component. The format of the IP Address is four-byte (32-bit) numbers separated by dots, e.g. *192.168.48.21*.
Subnet Mask	Specifies the subnet mask configured on the machine system network component. If the machine system does not automatically assign a usable default value and the first number in the IP address is from 192 to 254, then use 255.255.255.0 as the subnet mask.
Default Gateway	The IP address of the gateway router for the local network.
DHCP/BOOTP	Identifies how the machine obtains its IP configuration: DHCP/BOOTP: automatic configuration via a BOOTP server or a DHCP server.
RARP	Automatic configuration using the Reverse Address Resolution Protocol.
DNS Server (Primary, Secondary)	The IP address of the primary and secondary Domain Name System (DNS) servers.
Domain Name	The Domain Name System (DNS) to which the machine system belongs, such as abcdnet.com. It should not include the host machine name.
WINS Server (Primary, Secondary)	The IP address of the primary and secondary Windows Internet Name Service (WINS) servers.
Scope ID	This section determines the scope of IP addresses that a Windows server can grant or lease to any requesting network component. A DHCP server processes the machine system's discovery broadcasts and returns an IP address to it. The DHCP server may be set up to grant an IP address for a limited time (a temporary lease) or for an unlimited time (an unlimited lease), or it may be configured with a permanent address reservation for the machine system.
FTP Status Check	Enables or disables the FTP Status Check.

3 Click Submit.

4 After completing the settings, restart the machine to save the settings.

Sending E-mail

Specifying the SMTP settings allows you to send images loaded onto this machine as E-mail attachments.

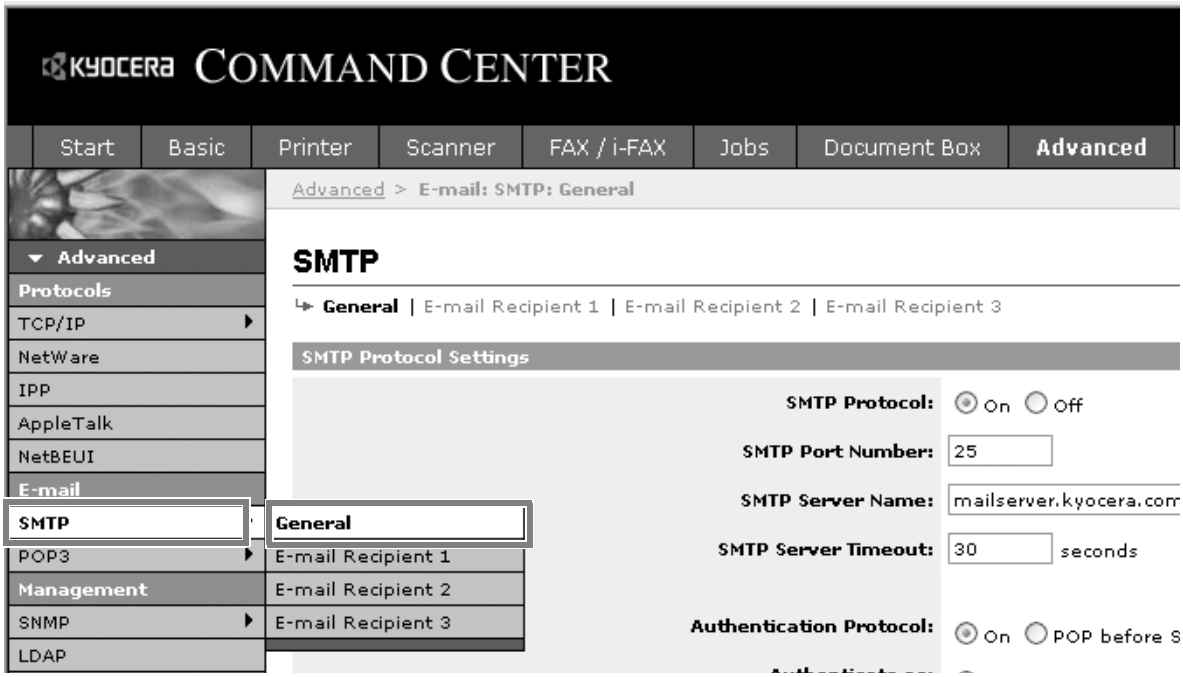
To use this function, this machine must be connected to a mail server using the SMTP protocol.

Before sending images loaded onto this machine as E-mail attachments, check the following:

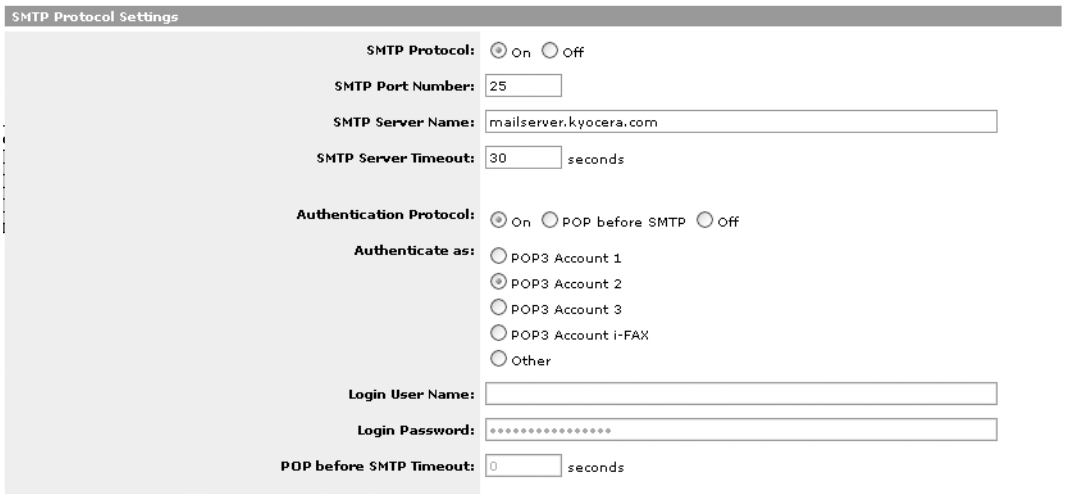
- The network environment used to connect this machine to the mail server
  A full-time connection via a LAN is recommended.
- SMTP Settings
  Use COMMAND CENTER to register the IP address and host name of the SMTP server.
- If limits have been set on the size of E-mail messages, it may not be possible to send very large E-mails.

The procedure for specifying the SMTP settings is explained below.

1 Click Advanced -> SMTP -> General.



2 Enter the correct settings in each field.


SMTP Protocol Settings
SMTP Protocol: On Off
SMTP Port Number: 25
SMTP Server Name: mailserver.kyocera.com
SMTP Server Timeout: 30 seconds
Authentication Protocol: On POP before SMTP Off
Authenticate as: POP3 Account 1 POP3 Account 2 POP3 Account 3 POP3 Account i-FAX Other
Login User Name:
Login Password:
POP before SMTP Timeout: 0 seconds

The settings to be specified in the SMTP settings screen are shown below.

Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server IP address or its name. The maximum length of the SMTP server name and IP address is 62 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Enter the default time out for the server in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login User Name	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 62 characters.
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 62 characters.
POP before SMTP Timeout	Enter the timeout (in seconds) if you chose POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, the limitation for E-mail size is disabled.

Item	Description
Sender Address	Enter the E-mail address of the person responsible for the scanner system, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 126 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 126 characters.
Domain Restriction	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 30 characters. You can also specify E-mail addresses.

3 Click Submit.

SMB Settings

The SMB function allows you to store scanned images on a computer connected to the network.

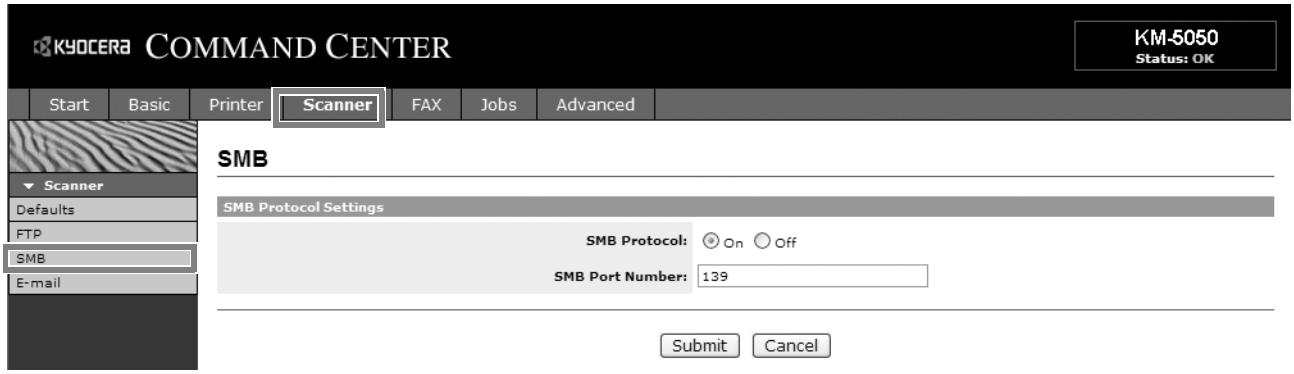
To use this function, register the following information:

- Login User Name
- Login Password
- SMB Port Number (normally 139)
- The computer's IP address and host name
- The computer path (to the destination folder to be used for the saved images)
- Destination folder sharing (Writable shared folder)

The user name and password set using the operation panel are also used to log on to the computer where the destination folder is located. Set the access privileges for the folder in Windows on the computer where the folder is located.

This section explains the procedure for specifying the SMB settings in COMMAND CENTER.

1 Click Scanner -> SMB.



2 Enter the correct settings in each field.

The settings to be specified in the SMB settings screen are shown below.

Item	Description
SMB Protocol	Switches the SMB Protocol on or off.
SMB Port Number	You can enter the port number to be used by SMB.

3 Click Submit.

FTP Settings

This function converts image files scanned using this machine to the PDF, TIFF, or JPEG format and saves them before uploading them directly to the FTP server.

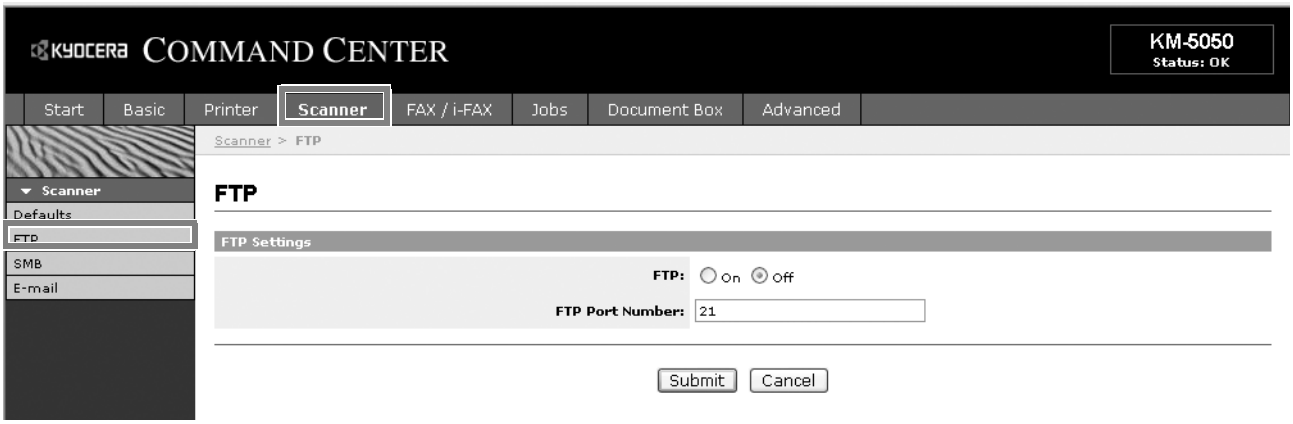
To use this function, register the information below. If you are unsure about this information, contact your system administrator.

- Login User Name
- Login Password
- FTP Port Number (normally 21)
- FTP server IP address and host name
- FTP path (to the destination folder to be used for the saved images)
- Sharing of the FTP server save destination (Writable shared folder)

The login user name and login password registered using the operation panel are also used for FTP login. Set up and manage user accounts on the FTP server.

This section explains the procedure for specifying the FTP settings in COMMAND CENTER.

1 Click Scanner -> FTP.



2 Enter the correct settings in each field.

The settings to be specified in the FTP settings screen are shown below.

Item	Description
FTP	Switches FTP on or off.
FTP Port Number	You can enter the port number to be used by FTP.

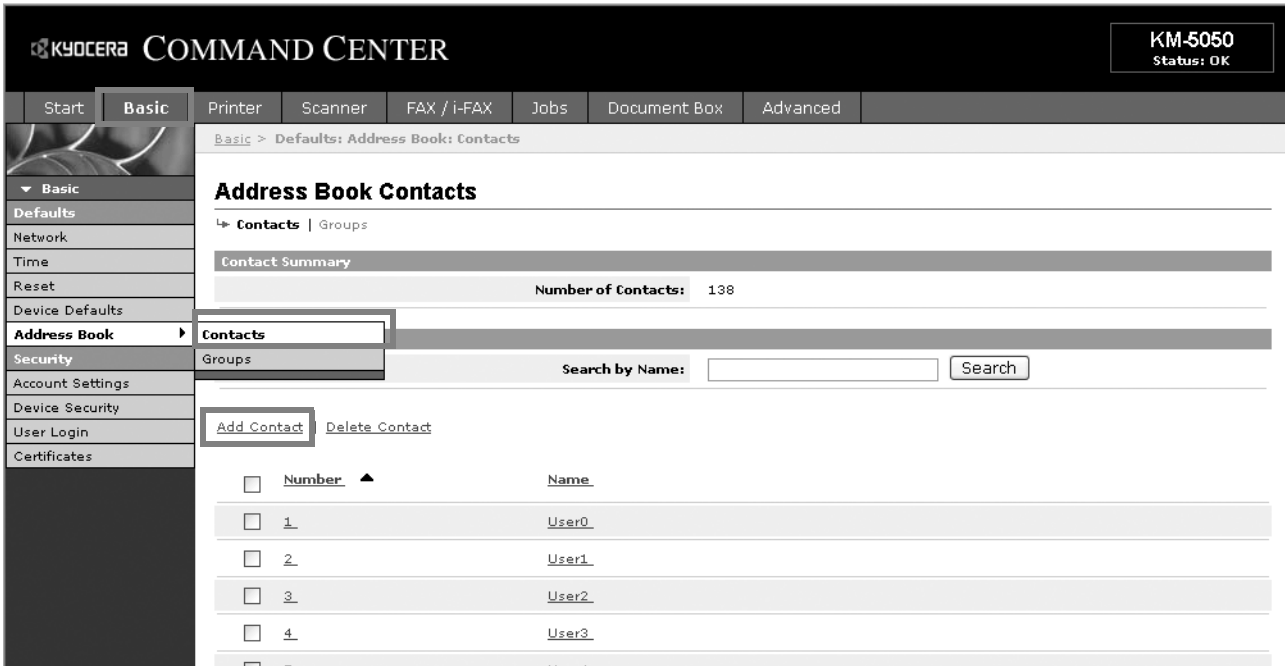
3 Click Submit.

Storing Information in the Address Book

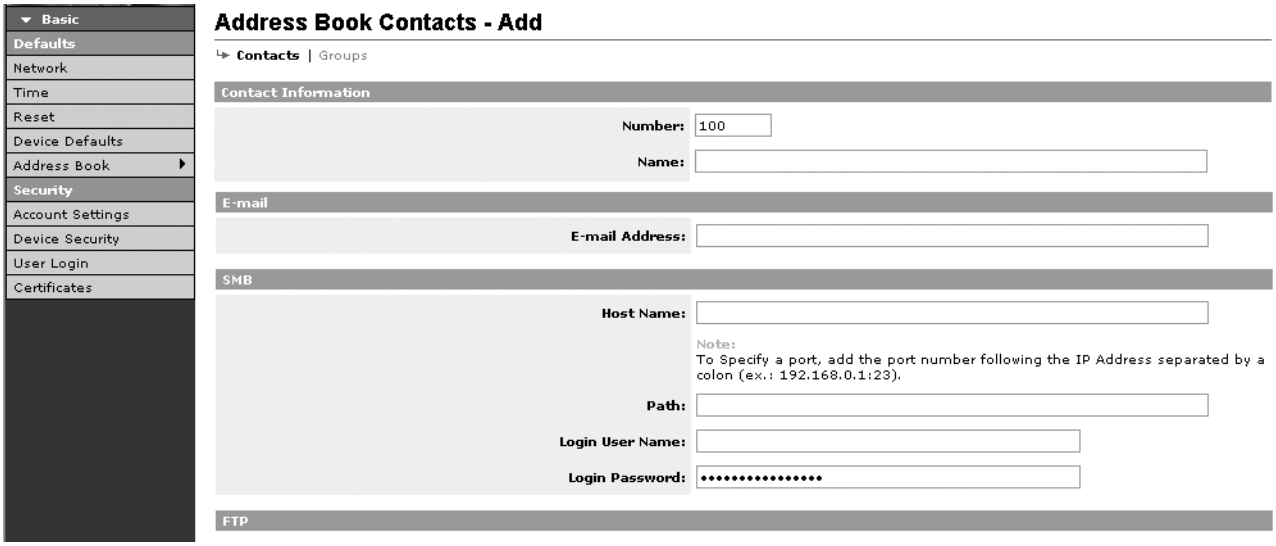
You can use the machine's operation panel to store E-mail addresses, paths to folders (SMB) on a PC, the FTP server path and fax numbers in the built-in Address Book.

You can also use COMMAND CENTER to add, edit and delete individual contacts and group contacts in the Address Book.

1 Click Basic -> Address Book Contacts -> Add Contact.



2 Enter the correct settings in each field.



The settings to be specified in the Address Book Contacts settings screen are shown below.

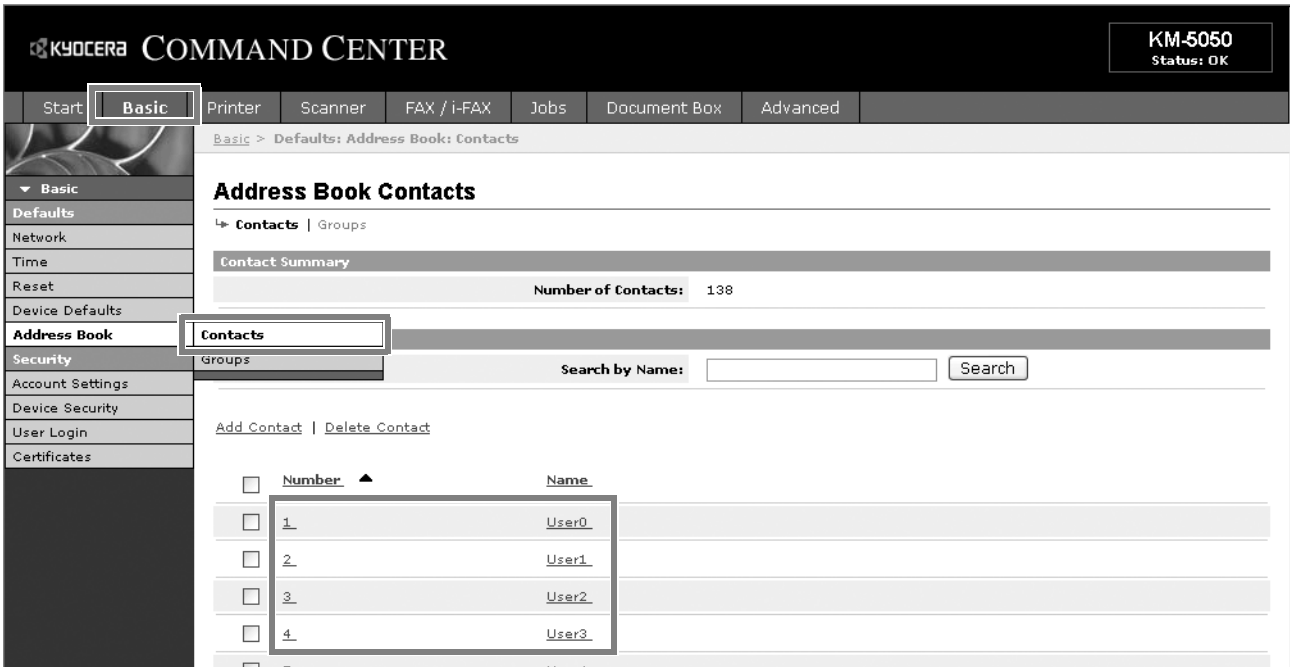
Item	Description
Number	Select the number of this address book.
Name	Enter the registration name. The maximum length of the registration name is 32 characters.
E-Mail Address	Enter the E-mail address.
Host Name	SMB: Enter the IP address or host name of the destination. FTP: Enter the FTP server IP address or its name. The maximum length of the host name is 62 characters.
Path	Enter the path of the required folder for uploading data. For example, to store data in the ScannerData folder in the home directory, enter *ScannerData*.
Login User Name	SMB: Enter the login user name for the destination. FTP: Enter the login user name for the FTP server. The maximum length of the login user name is 62 characters.
Login Password	SMB: Enter the login password for the destination. FTP: Enter the login password for the FTP server. The maximum length of the login user name is 62 characters.

3 Click Submit.

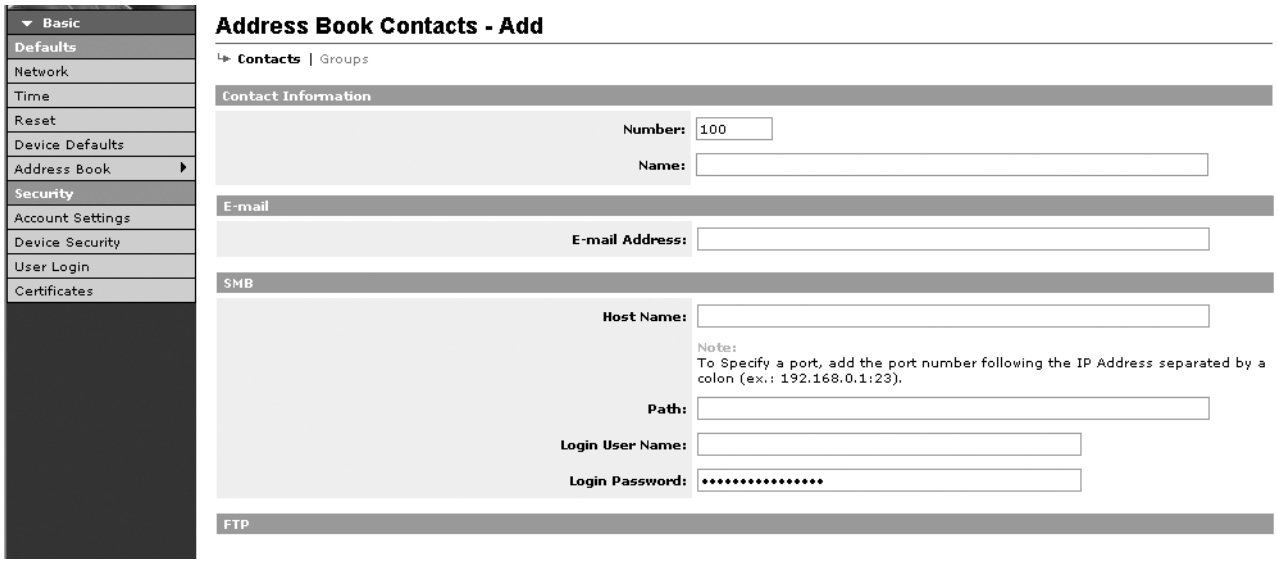
Editing Address Book Contacts

The procedure for editing information on the Address Book Contacts page is explained below.

1 Click Basic -> Address Book Contacts -> Number or Name of the contact.



2 Modify the contact information.

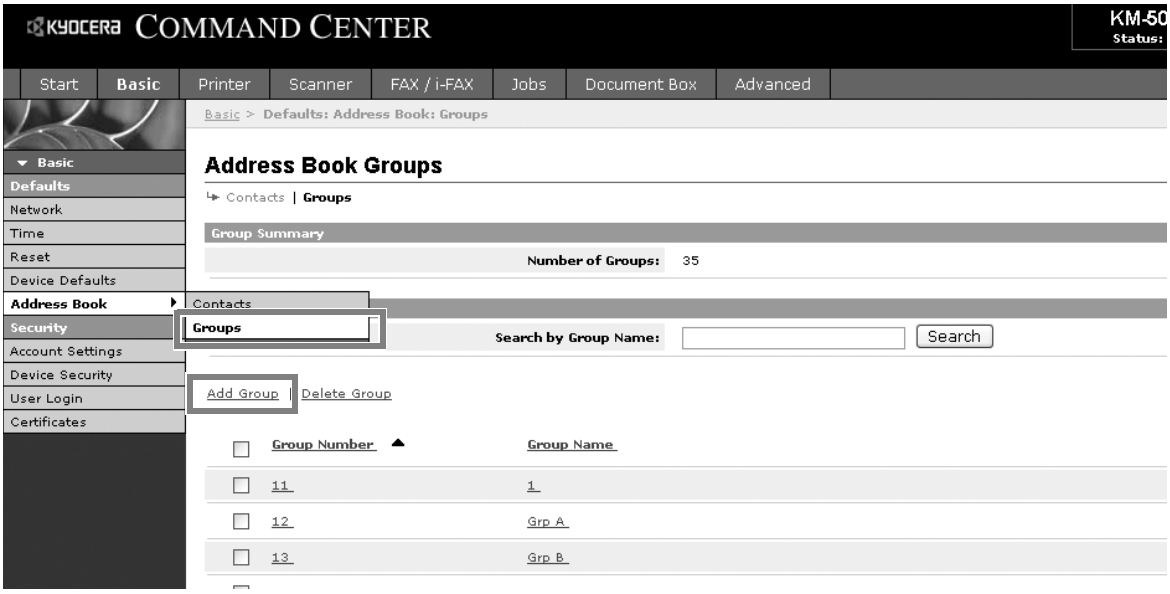


3 Click Submit.

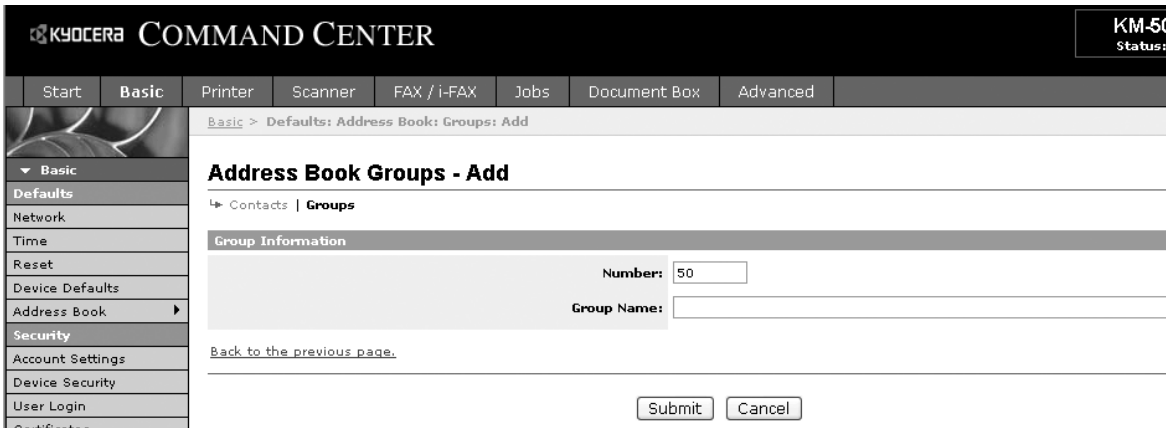
Adding a New Group

The procedure for adding a new group to the Address Book is explained below.

1 Click Basic -> Address Book Groups -> Add Group.



2 Enter the correct settings in each field.



Enter the following settings in the Add Group screen.

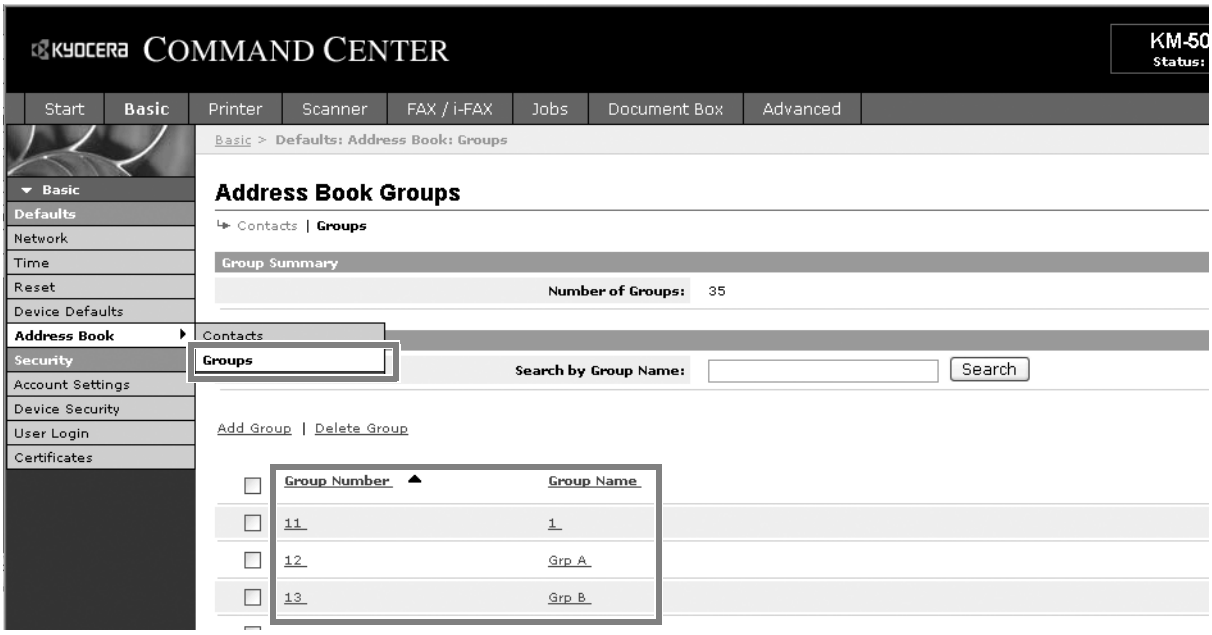
Item	Description
Number	Enter the group number. You can enter any number between 1 and 2500. If you enter a number that is already being used and click Submit, an error message appears.
Group Name	Enter the group name. The maximum length of the group name is 32 characters.

3 Click Submit.

Editing Groups

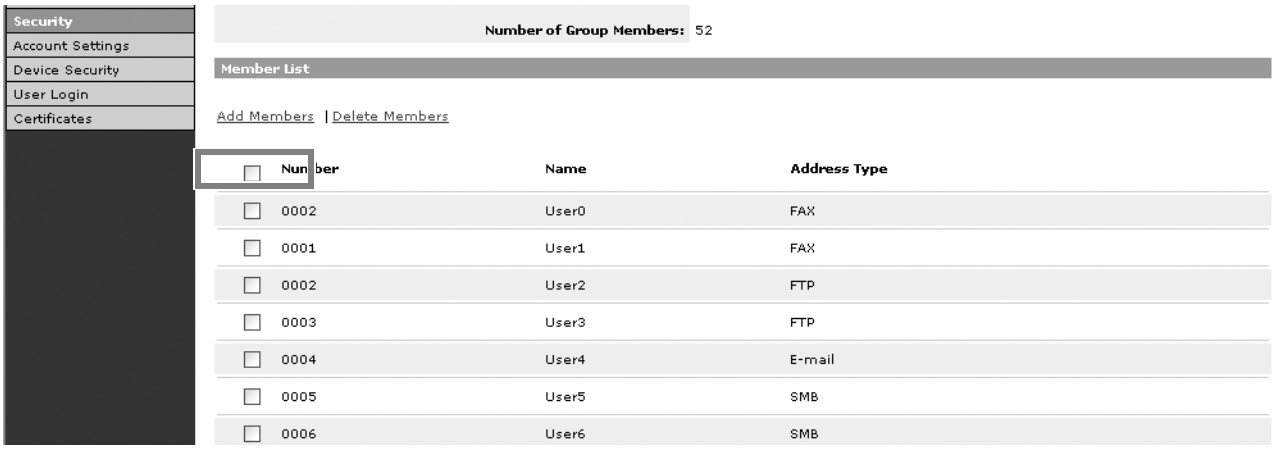
The procedure for editing groups in the Address Book is explained below.

1 Click Basic -> Address Book Groups -> Number or Name of the group to be edited.



2 Click Add Members.

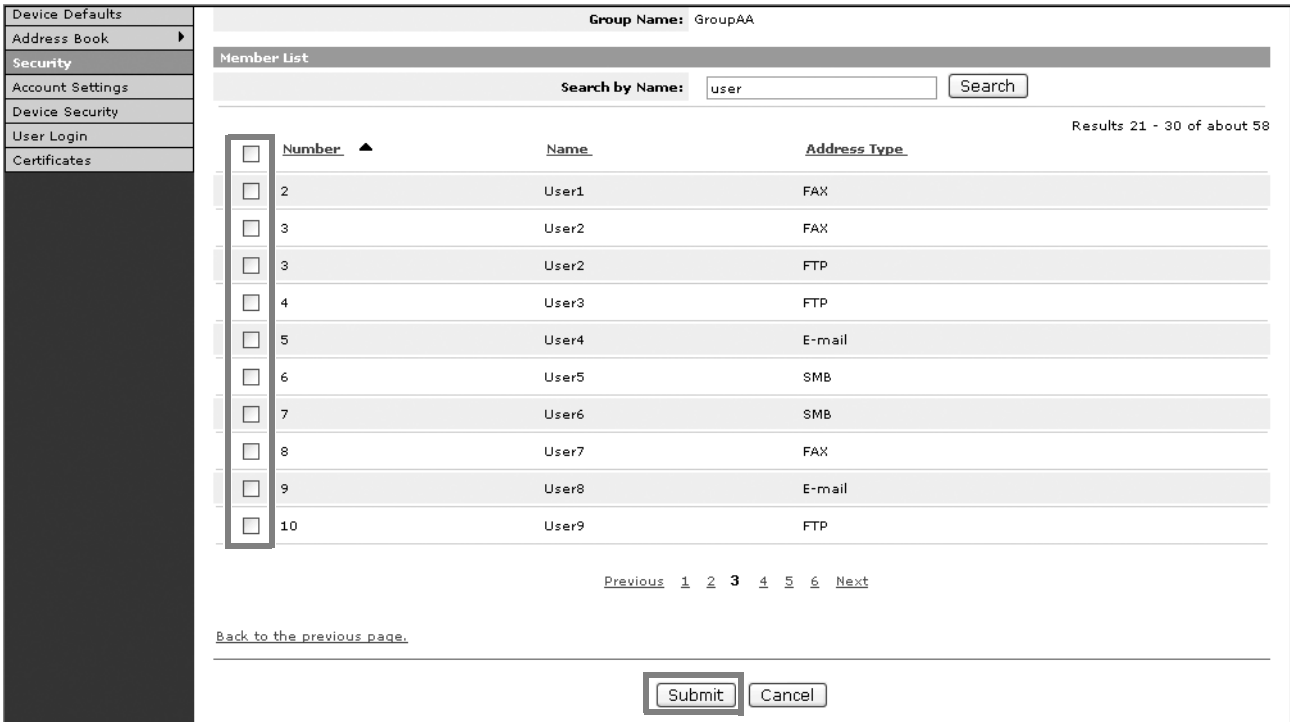
To delete a group member, tick the checkbox for the member to be deleted and then click Delete Members.



3 Tick the checkbox for the member to be added to the group and then click Submit.

The contact is added as a group member.

For each group, you can register up to a combined total of 10 SMB and FTP addresses and up to 100 E-mail addresses.



Registering an External Address Book

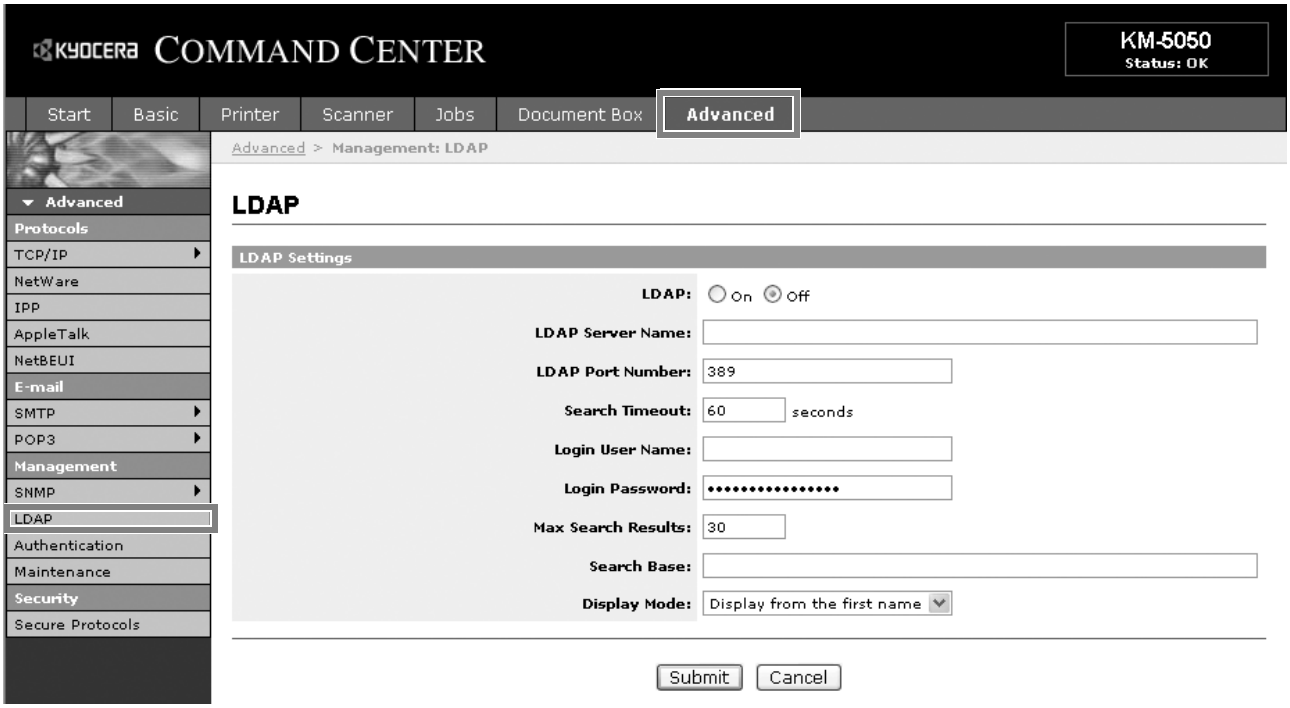
This machine can refer to an address book on the LDAP server as an external address book and store the fax number and E-mail address of the destination.

Enable LDAP parameters in COMMAND CENTER.

The procedure for using an external address book is explained below.

1 Register an address book on the LDAP server. Refer to *the Windows Help menu* for details.

2 In COMMAND CENTER, click Advanced -> Management > LDAP.



3 Enter the correct settings in each field.

The settings to be specified in the LDAP settings screen are shown below.

Item	Description
LDAP	Enables or disables access to the LDAP server.
LDAP Server Name	Enter the LDAP server IP address or name. The maximum length of the LDAP server name is 62 characters.
LDAP Port Number	Enter the port number used by the LDAP server. Normally, 389 is used.
Search Timeout	Enter the duration of LDAP server searches. You can enter any number between 5 and 60.
Login User Name	Enter the user name used for LDAP logon. The maximum length of the login user name is 62 characters.
Login Password	Enter the password used for LDAP logon. The maximum length of the login password is 62 characters.
Max Search Results	Enter the maximum number of results displayed when the LDAP address book is searched. You can enter any number between 4 and 30.
Search Base	Specify the starting point for LDAP directory searches.
Display Mode	Selects the default display mode from Display from the first name and Display from the family name.

4 Click Submit.

User Login Administration

User login administration specifies how user access is administered on this machine. Enter a correct login user name and password for user authentication to log in.

Access privileges are in two types - User and Administrator. Certain items in System Menu can be modified only by administrators.

Enabling/Disabling User Login Administration

Here, you can enable user login administration. Select one of the following authentication methods:

Item	Description
Local Authentication	User authentication based on user properties on the local user list stored in the machine
Network Authentication	User authentication based on Authentication Server. Use user properties stored in Authentication Server to access the network authentication login page.

1 Press the **System Menu** key.

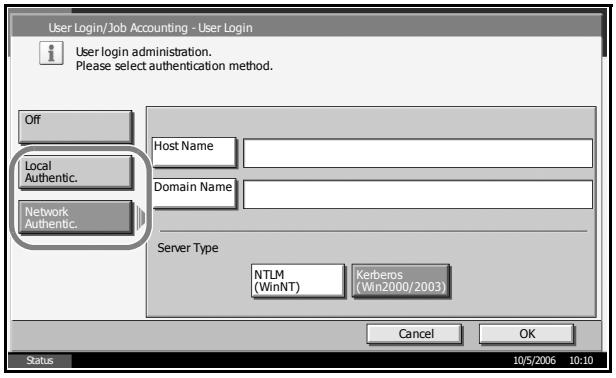
2 Press [User Login/Job Accounting].

If user login administration is invalid, the user authentication screen is displayed. Enter a login user name and password, and press [Login]. By default, the login user name and password are 5050 respectively.

NOTE: The login user name and password are for default users with administrator rights.

3 Press [Next] of *User Login* Setting and then [Change] of *User Login*.

4 Select [Local Authentic.] or [Network Authentic.] to enable user login administration. Selecting [Off] disables user login administration.



If you select [Network Authentic.], enter the host name (62 characters or less) and domain name (254 characters or less) for the Authentication Server. Select [NTLM (WinNT)] or [Kerberos (Win2000/2003)] as the authentication method.

NOTE: If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User properties of the Authentication Server
- Clock time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login as any administrator registered in the local user list and correct the settings.

If the server type is [Kerberos (Win2000/2003)], only domain names entered in uppercase will be recognized.

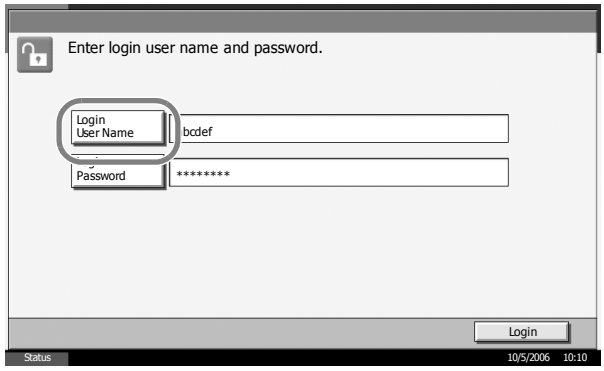
5 Press [OK].

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

Login

1 If the screen shown appears during operations, press [Login User Name].



2 Enter the login user name and press [OK].

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

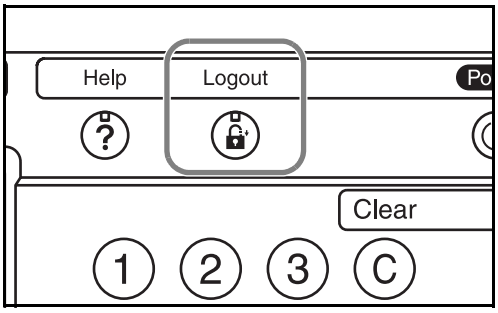
3 Press [Login Password].

4 Enter the password and press [OK].

5 Check the login user name and password are correct, and press [Login].

Logout

To logout from the machine, press the **Logout** key to return to the login user name/password entry screen.



Installing Software

Install appropriate software on your PC from the included CD-ROM (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or FAX transmission from your PC.

NOTE: Installation on Windows XP, Windows NT 4.0/2000, Server 2003 and Windows Vista must be done by a user logged on with administrator privileges.

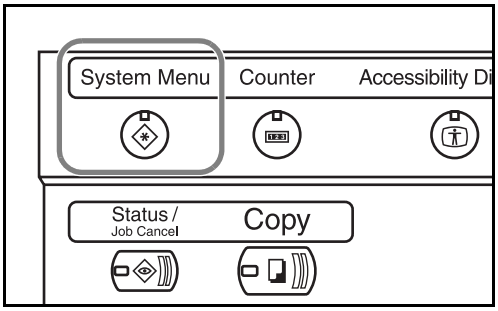
Plug and Play is disabled on this device when in Sleep Mode. Wake the device from Sleep Mode before continuing. See *Sleep and Auto Sleep on page 3-4*.

Selecting the Default Screen

Select the default screen (on the touch panel) to appear following the opening screen after power-on. The default screen is selectable from among the following.

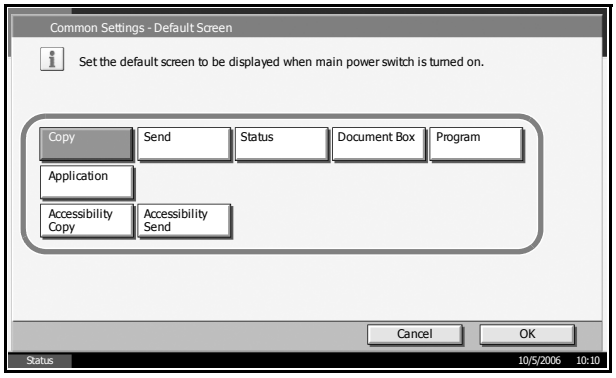
Default screen	Screen appearing immediately after power-on.
Copy	Default screen for copying (screen to appear when the **Copy** key is pressed)
Send	Default screen for sending (screen to appear when the **Send** key is pressed)
Status	Default screen for status/job cancel (screen to appear when the **Status/Job Cancel** key is pressed)
Document Box	Default screen for Document Box (screen to appear when the **Document Box** key is pressed)
Program	Default screen for program (screen to appear when the **Program** key is pressed)
Application	Default screen for application (screen to appear when the **Application** key is pressed)
Accessibility Copy	Default screen for Accessibility Copy (screen to appear when the **Accessibility Display** key is pressed in the Copy screen)
Accessibility Send	Default screen for Accessibility Send (screen to appear when the **Accessibility Display** key is pressed in the Send screen)

1 Press the **System Menu** key.



2 Press [Common Settings] and then [Change] of *Default Screen*.

3 Select the desired default screen.



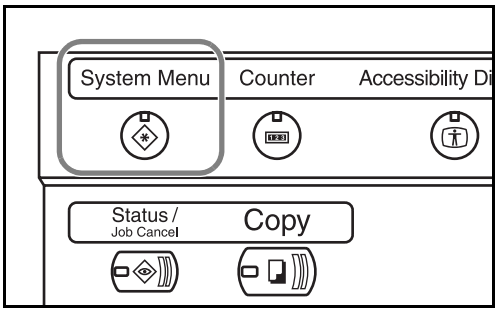
4 Press [OK].

5 When exiting, press [Close] repeatedly to return to the *System Menu* screen.

Changing Language

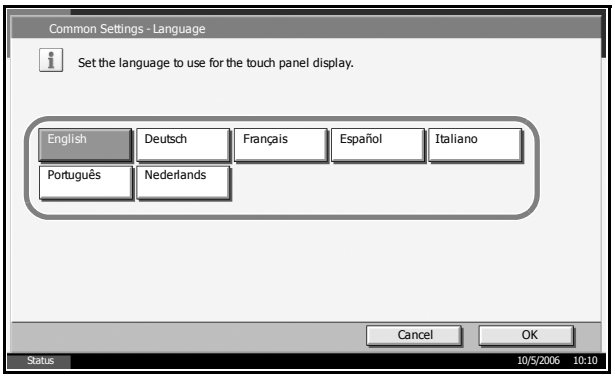
Follow the steps below to change the language to appear on the touch panel.

1 Press the **System Menu** key.



2 Press [Common Settings] and then [Change] of *Language*.

3 Press the key for the language you wish to use.



4 Press [OK].

5 A message instructing you to turn the power off and on appears. Press [OK].

6 Press the **Power** key on the operation panel. Check that the **Power** key and the memory indicator are off. After this, turn on the main power switch again.

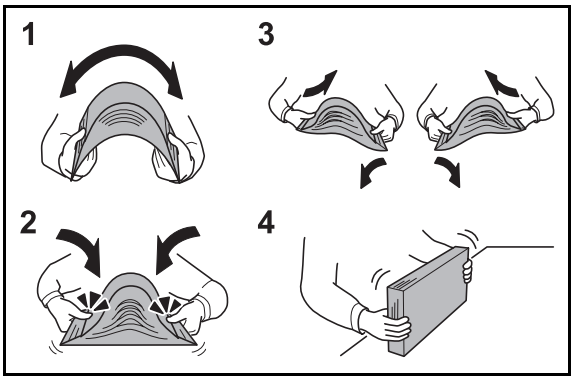
The touch panel language will be changed.

Loading Paper

Paper can be loaded standardly in the two cassettes and the Multi Purpose Tray. As options, 2 paper feeders and a side feeder of 3,000 sheets capacity are also available (refer to *Chapter 4 Options*).

Before Loading Paper

When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.



1 Bend the whole set of sheets to swell them in the middle.

2 Hold the stack at both ends and stretch it while keeping the entire stack swelled.

3 Raise the right and left hands alternately to create a gap and feed air between the papers.

4 Finally, align the papers on a level, flat table.

If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

CAUTION: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE: If printouts are curled or not neatly stapled, turn the stack in the cassette upside down.

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the Multi Purpose Tray or cassettes back in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

NOTE: If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *the Advanced Operation Guide*.

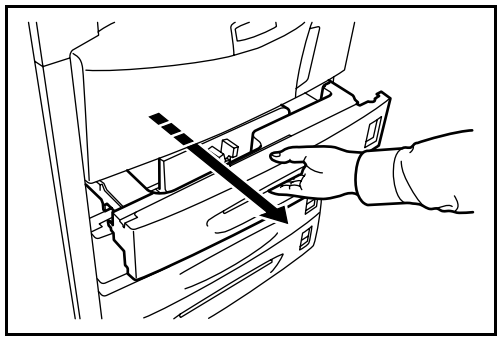
Loading Paper in the Cassettes

Up to 500 sheets of standard paper (80 g/m^2) or colored paper may be loaded in each of the two standard cassettes.

The following paper sizes are supported: Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, and 16K-R.

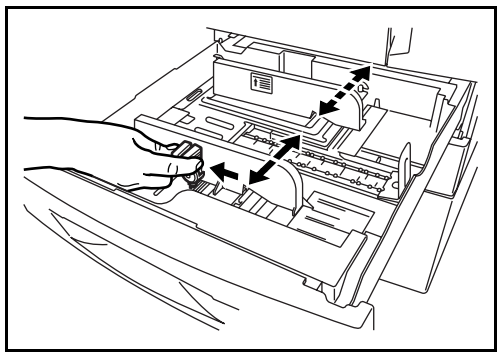
1 Pull the cassette out toward you until it stops.

NOTE: Do not pull out more than one cassette at a time.

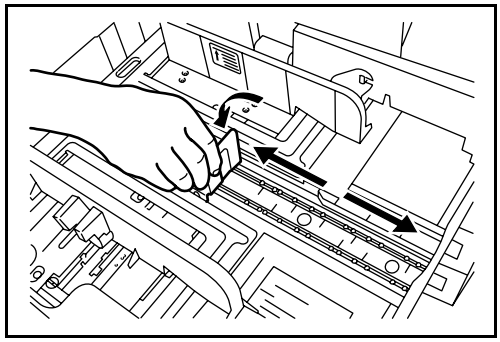


2 Holding the paper width adjusting tab, move the paper width guides to fit the paper.

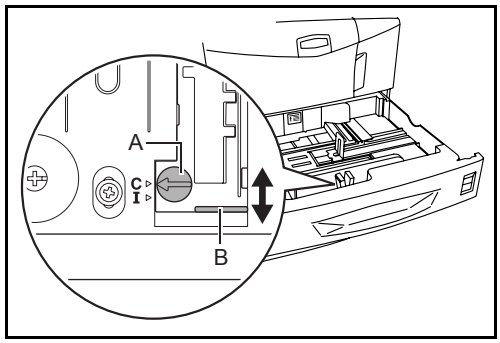
NOTE: Paper sizes are marked on the cassette.



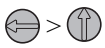
3 Using the paper length adjusting tab, move the plate to fit the paper.



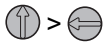
NOTE: Paper sizes are indicated on the cassettes. To change between inch size and metric size (A, B sizes), follow the steps below to adjust the size switch.



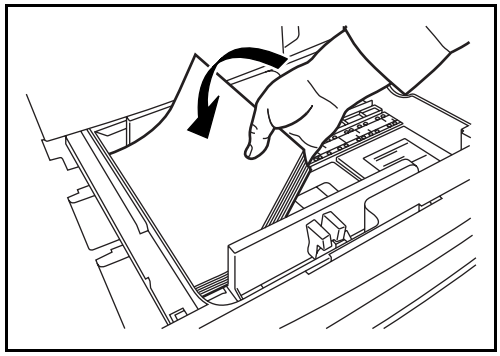
1. Holding the paper width adjusting tab, move the paper width guide to a position other than that of the paper.

2. Turn the size switch A 90°.


3. Move the size lever B up (C) or down (I).
C:metric size (centimeters) (A, B sizes)
I:inch size

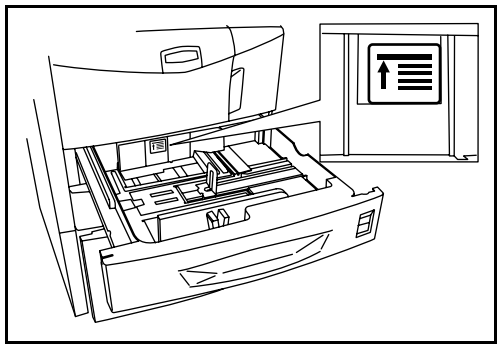
4. Turn the size switch 90°to lock it. 

4 Align the paper flush against the left side of the cassette.

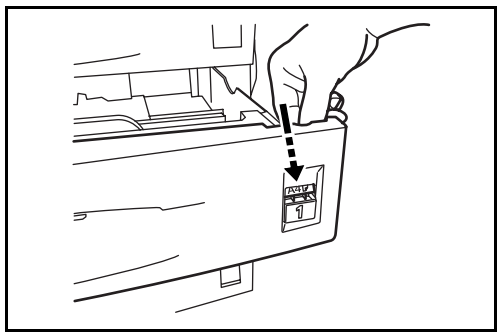


IMPORTANT:

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration below).
- When loading the paper, keep the side that was closest the package seal facing up.
- The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.
- Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.



5 Insert the appropriate paper size card in the slot to indicate the size of the paper inside.



6 Gently push the cassette back in.

NOTE: If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the original package.

7 Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Selecting Paper Size and Media Type for the Cassettes on page 2-41*).

Loading Paper in the Multi Purpose Tray

Up to 200 sheets of plain paper (80 g/m^2) may be loaded in the Multi Purpose Tray.

The Multi Purpose Tray accepts paper sizes from A3 to Hagaki and from Ledger to Statement-R. Be sure to use the Multi Purpose Tray when you print on any special paper.

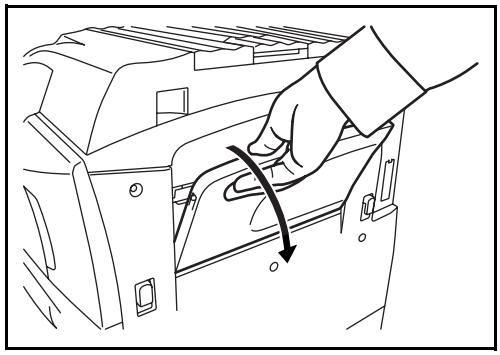
The capacity of the Multi Purpose Tray is as follows.

- Thick paper (120 g/m^2): 130 sheets
- Thick paper (160 g/m^2), Japanese noshi paper: 100 sheets
- Thick paper (200 g/m^2): 50 sheets
- Hagaki: 80 sheets
- OHP film: 25 sheets
- Envelope DL, Envelope C5, Comm. #10, Monarch, Youkei 4, Youkei 2 : 20 sheets

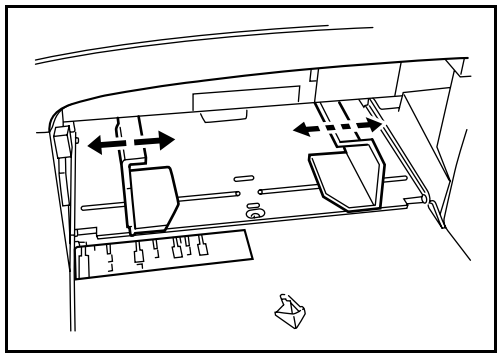
NOTE: When you load custom size paper, enter the paper size by referring to *Selecting Paper Size and Media Type for the Multi Purpose Tray on page 2-43*.

When you use special paper such as transparencies or thick paper, select the media type by referring to *Selecting Paper Size and Media Type for the Multi Purpose Tray on page 2-43*.

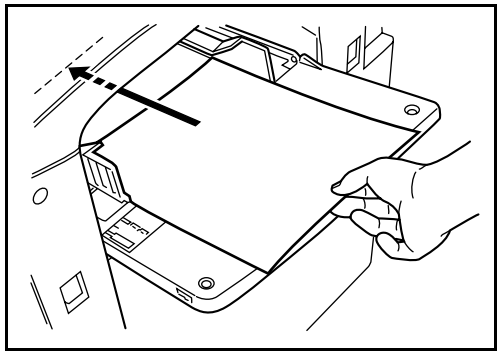
1 Open the Multi Purpose Tray.



2 Adjust the paper width guides to the width of the paper.



3 Insert the paper along the paper width guides into the tray until it stops.



IMPORTANT: Keep the side that was closest the package seal facing up.
Curled paper must be uncurled before use.
Straighten the top edge if it is curled.

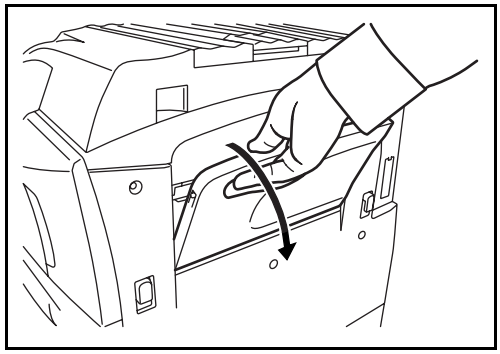
Loading Envelopes

Up to 20 envelopes may be loaded in the Multi Purpose Tray.

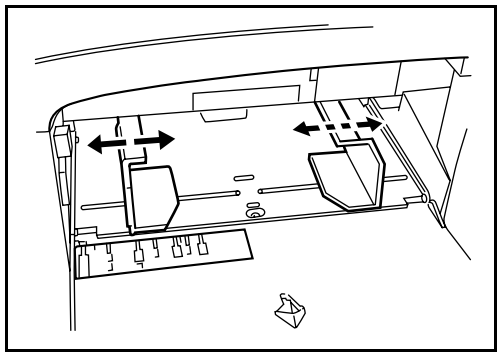
Acceptable envelope sizes are as follows.

Acceptable Envelope	Size
Monarch	3 7/8"×7 1/2"
Comm. #10	4 1/8"×9 1/2"
Envelope DL	110×220 (mm)
Envelope C5	162×229 (mm)
Executive	7 1/4"×10 1/2"
Comm. #9	3 7/8"×8 7/8"
Comm. #6-3/4	3 5/8"×6 1/2"
ISO B5	176×250 (mm)
Envelope C4	229×324 (mm)
Oufuku Hagaki	200×148 (mm)
Youkei 2 Haguruma Envelope *Swiss-You 2 w/o border print WE-S2*	162×114 (mm)
Youkei 4 *LIFE E506B (w/o border print)*	234×105 (mm)

1 Open the Multi Purpose Tray.

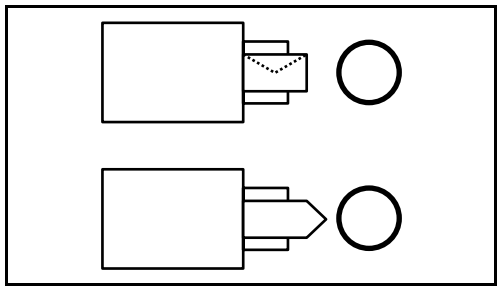


2 Adjust the paper width guides to the width of the envelope.



3 For landscape form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and with the flap closed.

For portrait form envelopes, open the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and with the flap positioned opposite to the entrance.



IMPORTANT: How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE: When you load envelopes in the Multi Purpose Tray, select the envelope type by referring to *Selecting Paper Size and Media Type for the Multi Purpose Tray on page 2-43*.

Selecting Paper Size and Media

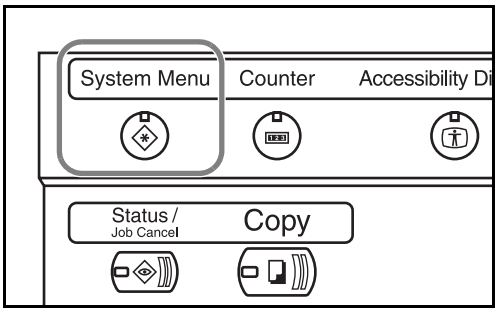
Selecting Paper Size and Media Type for the Cassettes

When you use the cassettes 1 or 2 or the optional side feeder (cassettes 3 and 4), select the paper size and media type you load.

When you use the optional side feeder (cassette 3) of up to 3,000 sheets capacity, select the media type only.

Selection Item		Selectable Size/Type
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5" and Oficio II Metric size: A3, B4, A4, A4-R, B5, B5-R, A5-R, and Folio
	Standard Sizes 2	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch size: A3, B4, A4, A4-R, B5, B5-R, A5-R, and Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5" and Oficio II, 8K, 16K-R and 16K
Media Type		Plain, Vellum, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality and Custom 1~8

1 Press the **System Menu** key.



2 Press [Common Settings], [Next] of *Original/Paper Setup*, [Next] of *Cassette setting*.

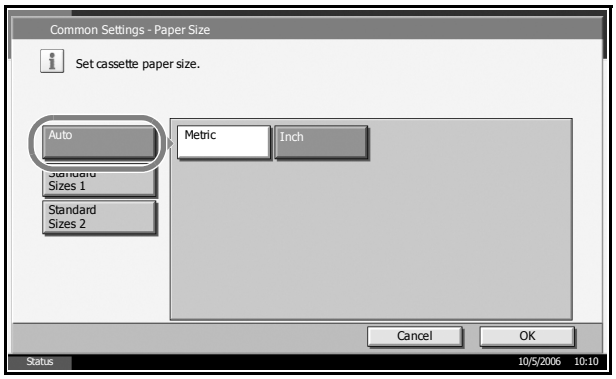
3 In Cassette Settings, select one of [Cassette 1] to [Cassette 4] and press [Next].

Then press Paper Size -> [Change].

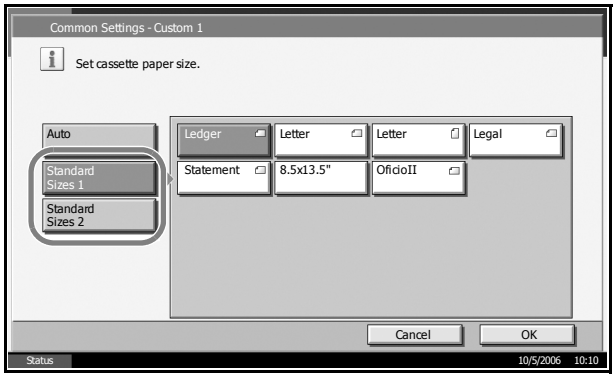
NOTE: [Cassette 3] is only displayed when the optional cassette is installed. Note also that the paper size is not displayed when the 3000 sheet feeder is used. Only the media type is displayed.

NOTE: [Cassette 4] is only displayed when the optional cassette (500-sheet) is installed.

4 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

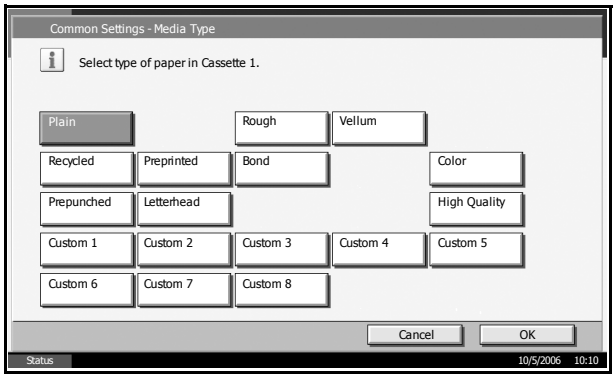


To select the paper size, press [Standard Sizes 1] or [Standard Sizes 2] and select the paper size.



5 Press [OK]. The previous screen reappears.

6 Press [Change] of *Media Type* and select the media type. Then press [OK].

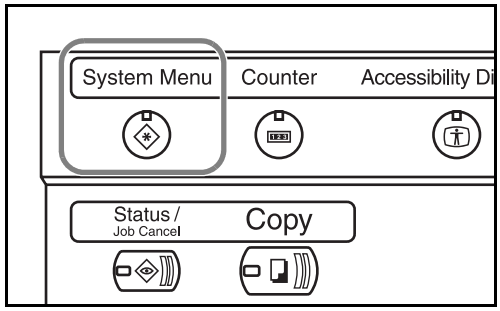


Selecting Paper Size and Media Type for the Multi Purpose Tray

Select the paper size and media type when using the Multi Purpose Tray. You can select in advance the paper size and media type that will be used often.

Item		Description
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5", and Oficio II Metric size: A3, A4-R, A4, A5-R, A6-R B4-R, B5-R, B5, B6-R and Folio
	Standard Sizes 2	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch size: A3, A4-R, A4, A5-R, A6-R B4-R, B5-R, B5, B6-R and Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5", and Oficio II, 8K, 16K-R and 16K
	Others	Select from special standard sizes and custom sizes. Selectable paper sizes are as follows. ISO B5, Envelope #10, Envelope #9, Envelope #6, Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter the size not included in the standard size. Selectable paper sizes are as follows. Inch size X (Horizontal): 5.83~17" (in 0.01" increments), Y (Vertical): 3.86~11.69" (in 0.01" increments) Metric size X (Horizontal): 148~432 mm (in 1mm increments), Y (Vertical): 98~297 mm (in 1mm increments)
Media Type		Selectable media types are as follows. Plain, Transparency, Vellum, Labels, Letterhead, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Envelope, Thick, High Quality and Custom 1~8

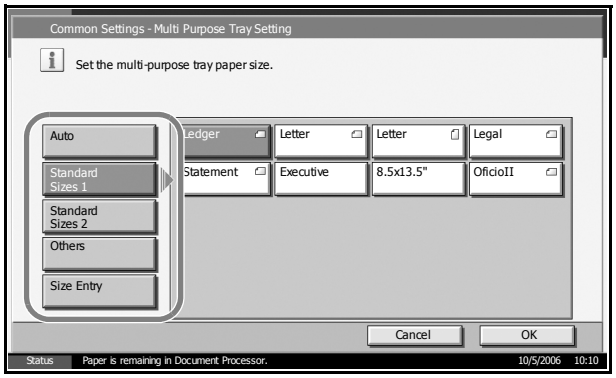
1 Press the **System Menu** key.



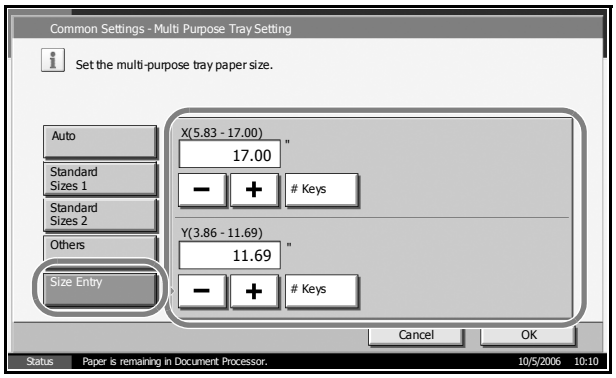
2 Press [Common Settings], [Next] of *Original/Paper Setup*, [Next] of *Multi Purpose Tray Setting*, and then [Change] of *Paper Size*.

3 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press any of [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] and select the paper size.

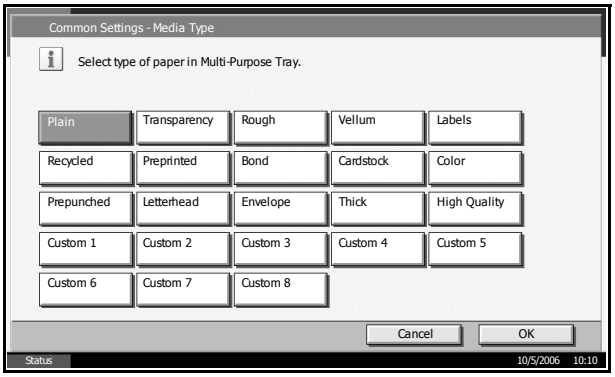


If you have chosen [Size Entry], press [+] or [–] to enter X (horizontal) and Y (vertical) sizes. You may enter the size directly using the numeric keys by pressing [# Keys].



4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* and select the media type. Then press [OK].



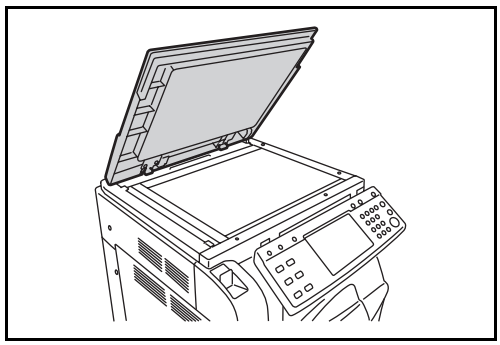
Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.

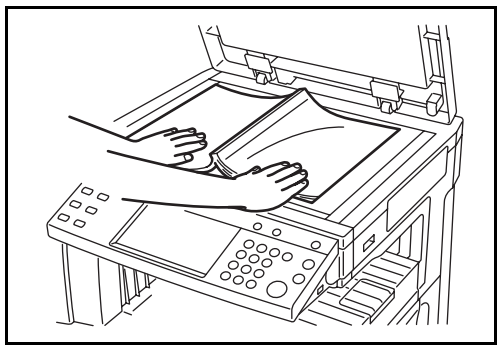
1 Open the original cover.



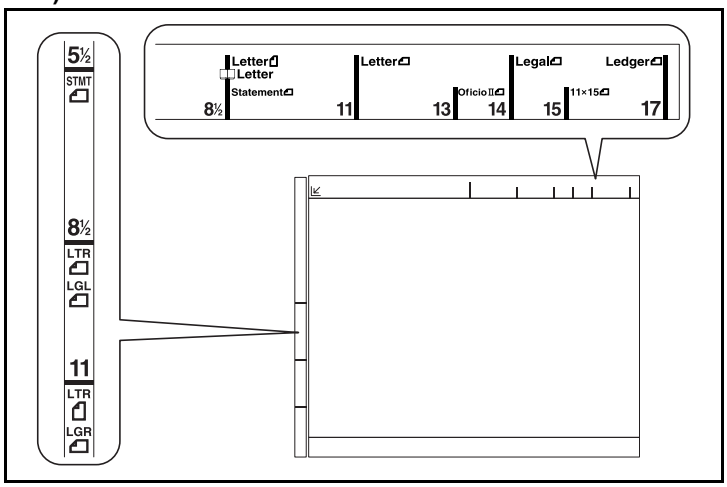
NOTE: If the optional document processor is installed, open the document processor. Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Keep the document processor open if the original is 40 mm or thicker.

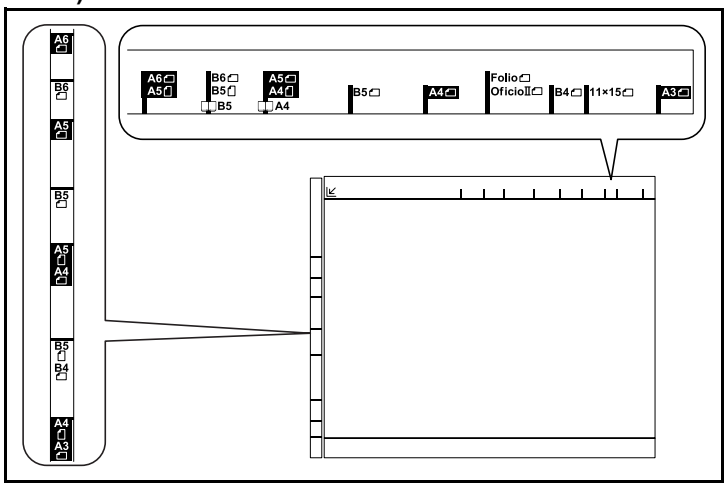
2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.



◆ **Original size indicator plates**
(Inch models)



(Metric models)



3 Close the original cover.

IMPORTANT: Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

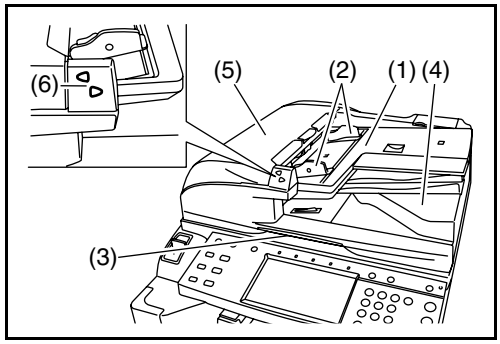
NOTE: Shadows may be produced around the edges and in the middle of open-faced originals.

CAUTION: Do not leave the document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor

The optional document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Part Names of the Document Processor



(1) Original table
(2) Original width guides
(3) Opening handle
(4) Original eject table
(5) Top cover
(6) Original placement indicator

Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	45 g/m^2 to 160 g/m^2
Size	Maximum A3 to Minimum A5-R Maximum Ledger to Minimum Statement-R
Capacity	Plain paper (80 g/m^2), High quality paper (50 g/m^2), Colored paper, Recycled paper: 100 sheets (Mixed sized originals: 30 sheets) Thick paper (120 g/m^2): 66 sheets Thick paper (160 g/m^2): 50 sheets Art paper, Coated paper: 1 sheet High quality paper (110 g/m^2): 73 sheets

Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

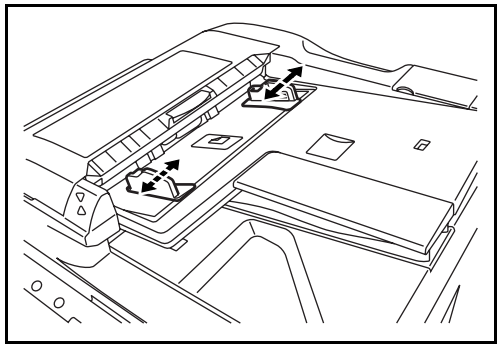
- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals

- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

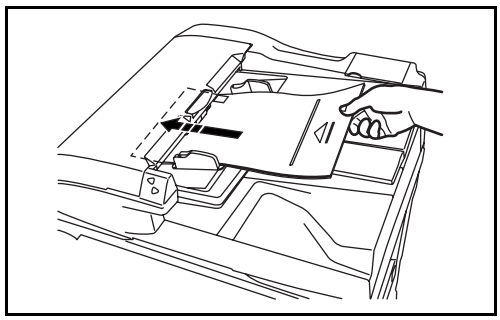
How to Load Originals

IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

1 Adjust the original width guides to fit the originals.



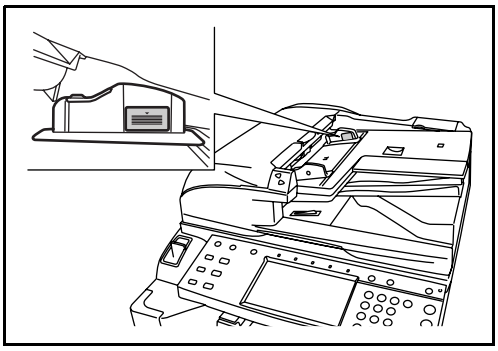
2 Place the originals. Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go. The original placement indicator will be lit.



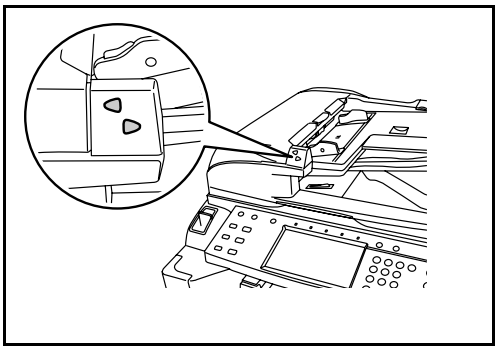
IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.

Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure below).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).



Original placement indicator



The original placement indicator is lit or unlit depending on how originals are placed.

Indications and their status are as follows.

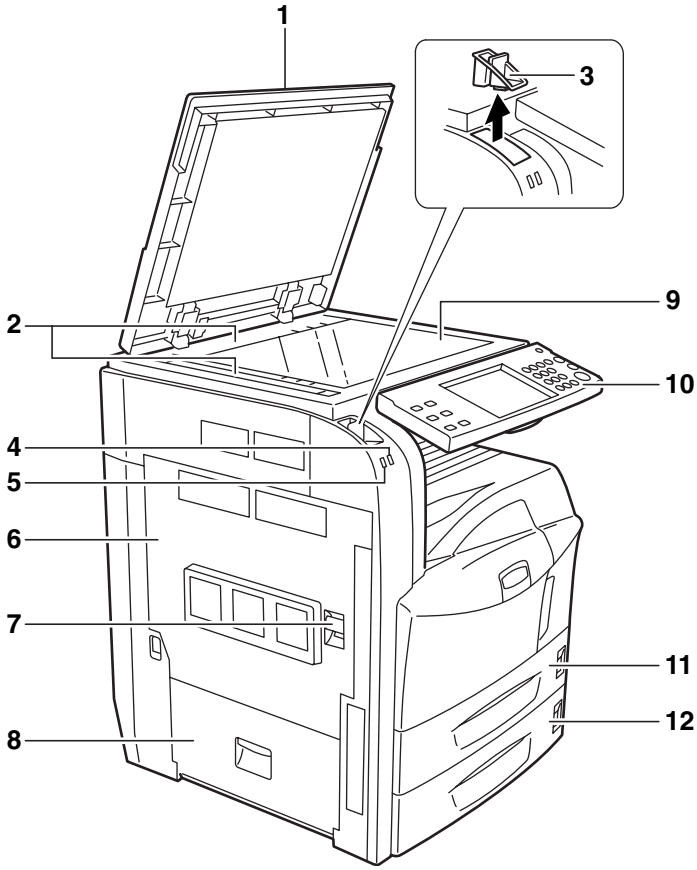
- Green (upper indicator) lit : Original is placed properly.
- Green (upper indicator) blinking : Original is not placed properly. Remove and place again.
- Red (lower indicator) blinking : Original is jammed. Remove the jammed original and place it properly.

1 Part Names

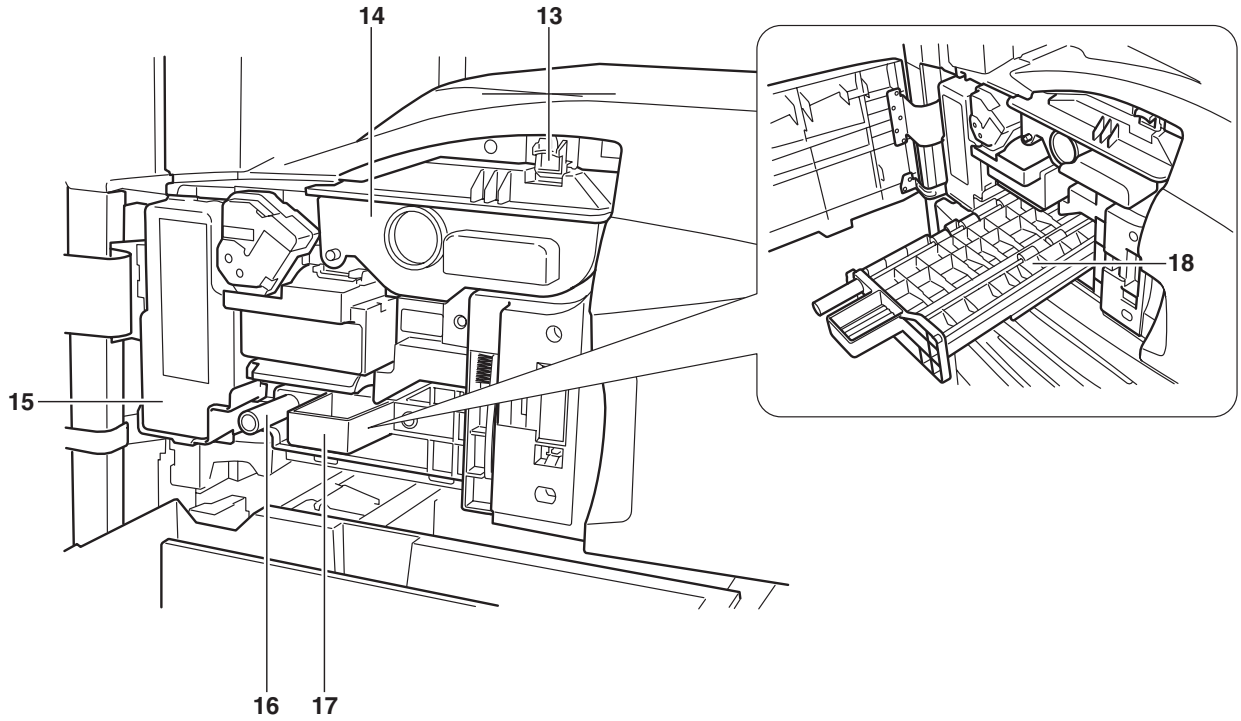
This chapter identifies the machine parts and operation panel keys.

- Machine 1-2
- Operation Panel 1-5

Machine



1 Original Cover (Option)
2 Original Size Indicator Plates
3 Clip Holder
4 Receive Indicator … Blinks while data is received
5 Error Indicator… Blinks when an error occurs and a job is stopped
6 Left Cover 1
7 Left Cover 1 Lever
8 Left Cover 2
9 Platen
10 Operation Panel
11 Cassette 1
12 Cassette 2



13 Toner Container Stopper

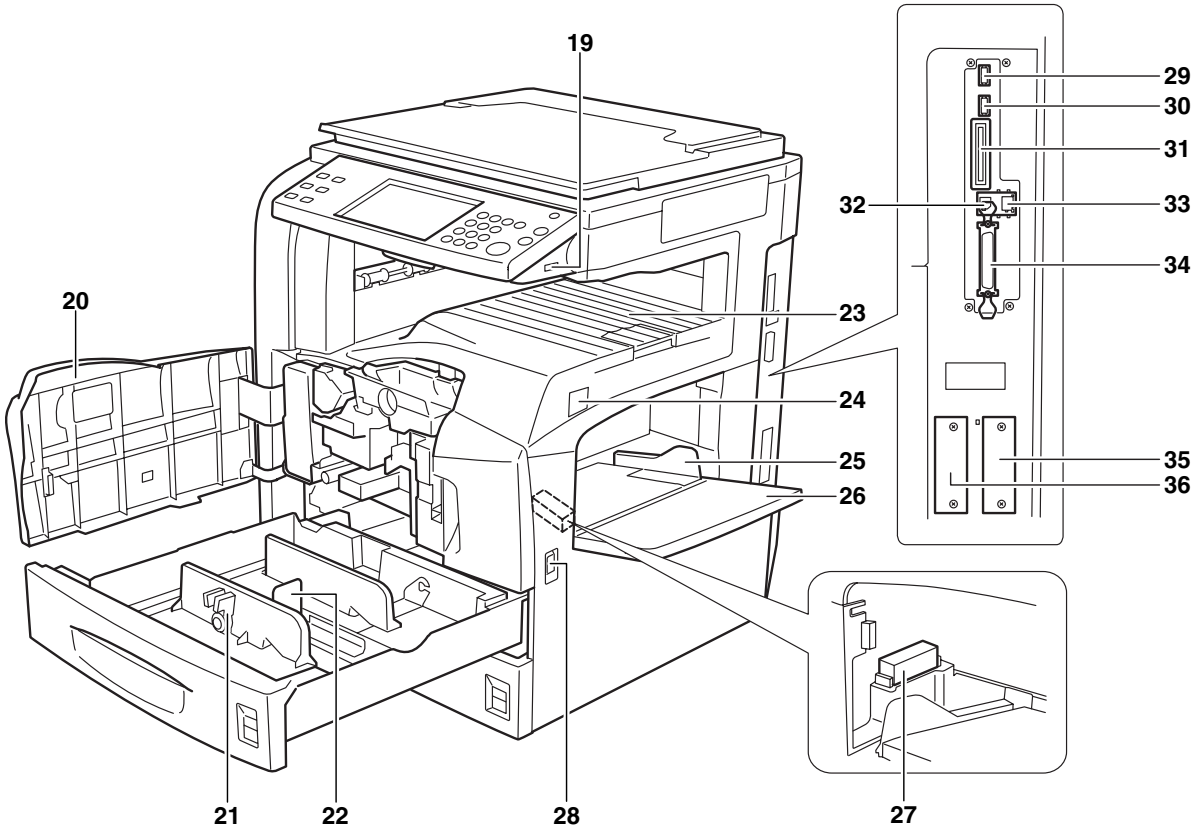
14 Toner Container

15 Waste Toner Box

16 Green Knob (A1)

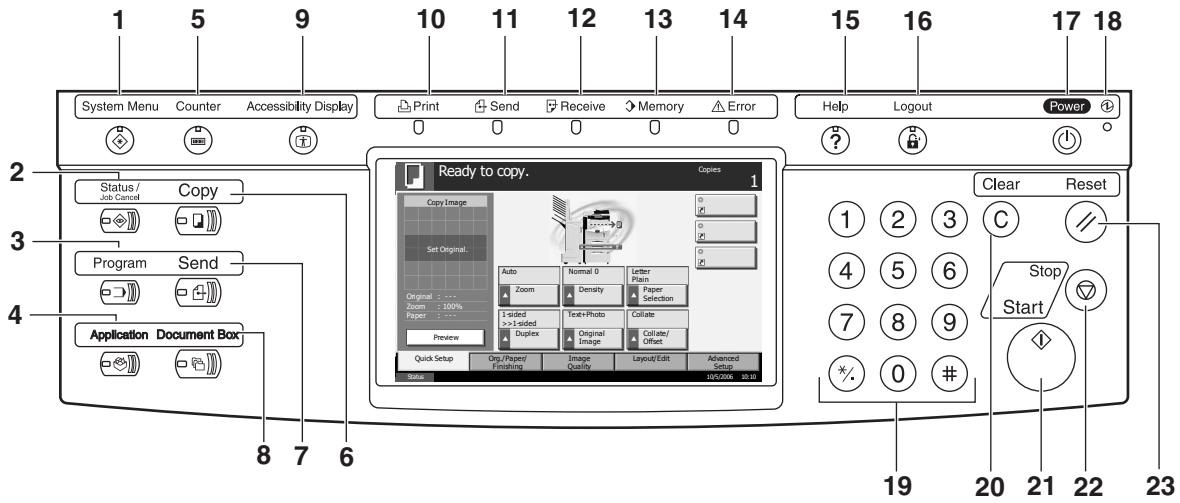
17 Paper Feed Unit (A2)

18 Paper Feed Unit Cover (A3)



19 USB Memory Slot (A1)
20 Front Cover
21 Paper Width Adjusting Tab
22 Length Adjustment Plate
23 Top Tray
24 Main Power Switch
25 Paper Width Guides
26 Multi Purpose (MP) Tray
27 Memory Card Cover Holder
28 Handles
29 USB Memory Slot (A2)
30 USB Memory Slot (A3)
31 Memory Card Slot
32 USB Interface Connector
33 Network Interface Connector
34 Parallel Interface Connector
35 Option Interface Slot (OPT1)
36 Option Interface Slot (OPT2)

Operation Panel



1 **System Menu** Key/Indicator

2 **Status/Job Cancel** Key/Indicator

3 **Program** Key/Indicator

4 **Application** Key

5 **Counter** Key/Indicator

6 **Copy** Key/Indicator

7 **Send** Key/Indicator

8 **Document Box** Key/Indicator

9 **Accessibility Display** Key/Indicator

10 **Print** Indicator … Blinks during printing operation

11 **Send** Indicator … Blinks while data is transmitted

12 **Receive** Indicator … Blinks while data is received

13 **Memory** Indicator …Blinks while the machine is accessing the hard disk, fax memory, Data Backup Kit (Option) or USB memory (general-purpose item)

14 **Error** Indicator … Blinks when an error occurs and a job is stopped

15 **Help** Key/Indicator

16 **Logout** Key/Indicator

17 **Power** Key

18 Main Power Indicator

19 Numeric Keys

20 **Clear** Key

21 **Start** Key/Indicator

22 **Stop** Key

23 **Reset** Key

3 Basic Operation

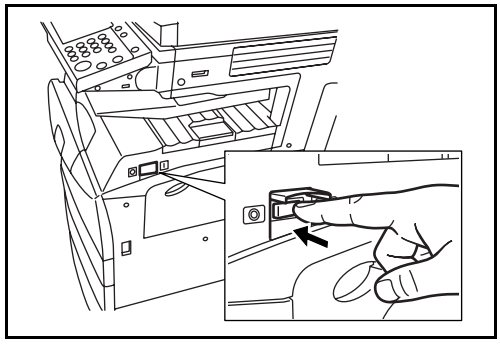
This chapter explains the following operations.

- Power On/Off..... 3-2
- Sleep and Auto Sleep..... 3-4
- Adjusting the Operation Panel Angle 3-5
- Touch Panel Display..... 3-6
- Copying 3-7
- Printing - Printing from Applications 3-22
- Sending 3-24
- Specifying Destination..... 3-40
- Using Document Box..... 3-43
- Printing Documents Stored in Removable USB Memory 3-54
- Canceling/Viewing/Changing Jobs..... 3-56
- Checking Remaining Toner and Paper..... 3-61
- Quick Setup Screen 3-62

Power On/Off

Power On

Open the main power switch cover and turn the main power switch on.



Blinking/Lighting of each Key/Indicator

When turning on the main power switch, Key/Indicators such as **Copy** or **Send** blink.

Blinking: This function is in preparation. When each key is ready, the indicator lights out one by one.

Unlit: This function is ready.

Lit: This function is selected. *Copy* is selected as the default so that the **Copy** key/indicator lights on first.

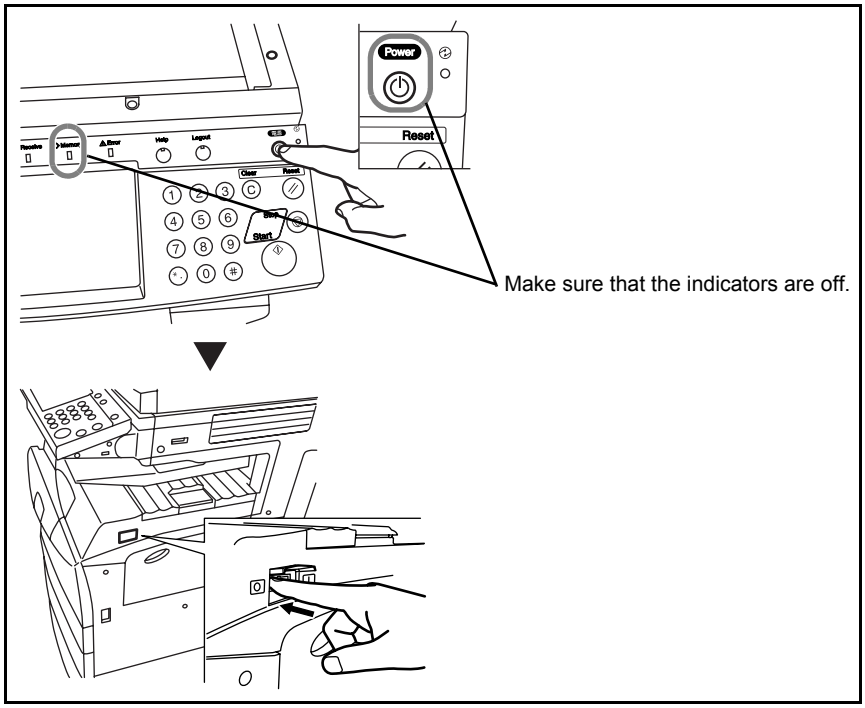
NOTE: A key whose indicator is unlit can be used even if any other key remains blinking.
If the optional Security Kit is installed, a message might display indicating the security function is being activated and time may be taken to start up when the power is turned on.

IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **Power** key and the memory indicator are off before turning off the main power switch.

CAUTION: Turning off the main power switch before pressing the **Power** key to off may cause damage to the standard internal hard disk.



In case of not using the machine for an extended period of time

CAUTION: If the machine will not be used for several (overnight, etc.), turn the main power switch off. If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes.

IMPORTANT: Do not turn the main power switch off when the optional fax kit is installed. If you turn the main power switch off, you cannot receive fax messages.

Sleep and Auto Sleep

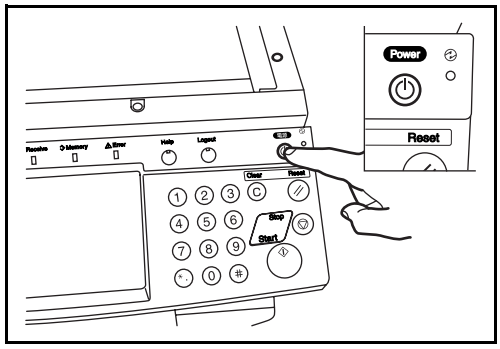
Sleep

To enter Sleep, press the **Power** key. All indicators on the touch panel will go out to save power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the print job is performed while the touch panel remains unlit.

When using the optional fax, received fax data is printed out while the operation panel also remains unlit.

To resume, press the **Power** key. The machine will be ready to operate within 15 seconds.

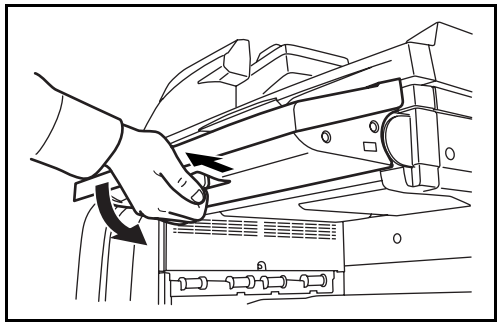


Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time. The default preset time is 8 minutes.

Adjusting the Operation Panel Angle

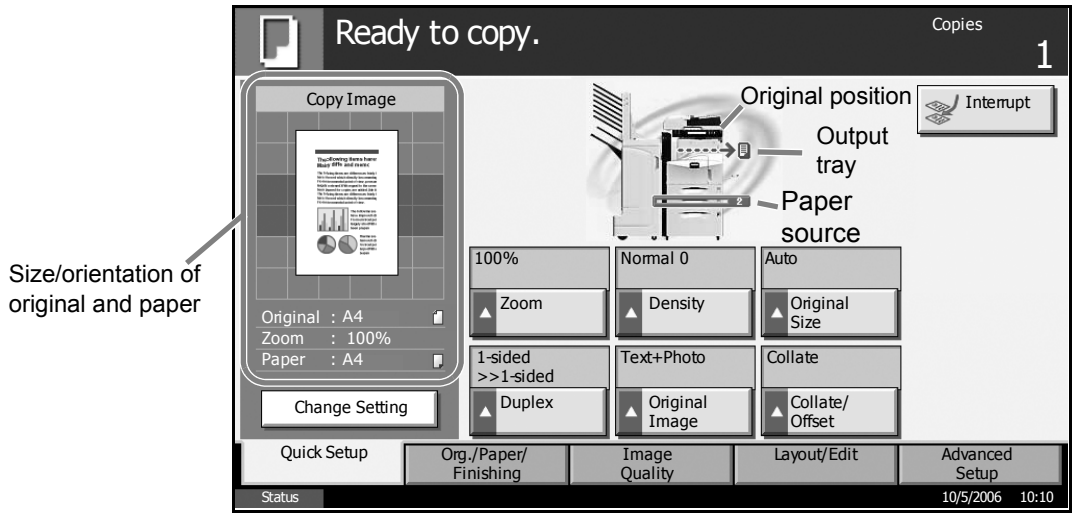
Adjust the angle of the operation panel in two as shown by releasing the operation panel lock lever.



Touch Panel Display

Display for Originals and Paper

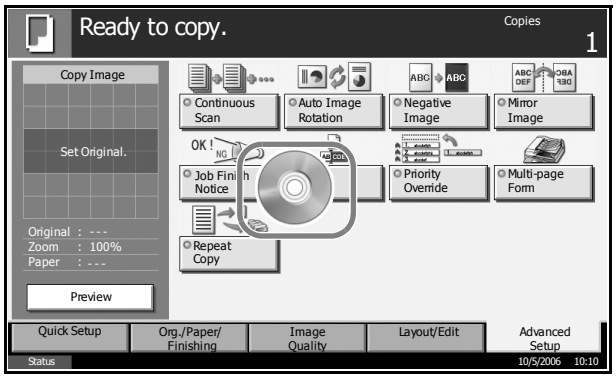
The touch panel displays the selected paper source and output tray.



Display when the Screen Changes

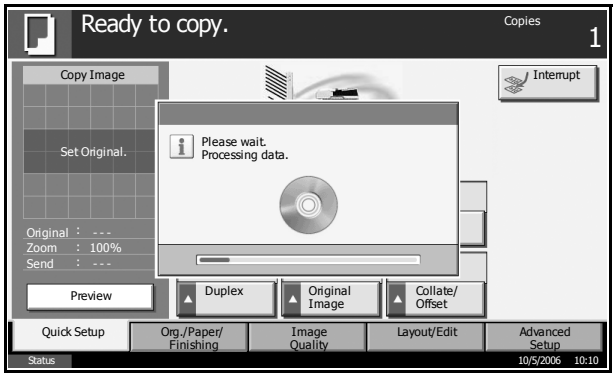
The stand-by display (icon) may appear when the touch panel screen changes.

Normal stand-by display



Stand-by Display When System Menu Operation Is Completed

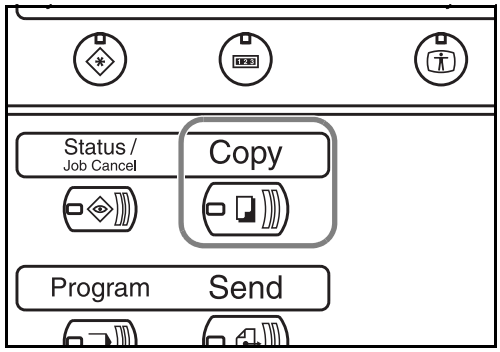
When the system menu operation is completed and another function (such as copying) is used, the display shown appears.



Copying

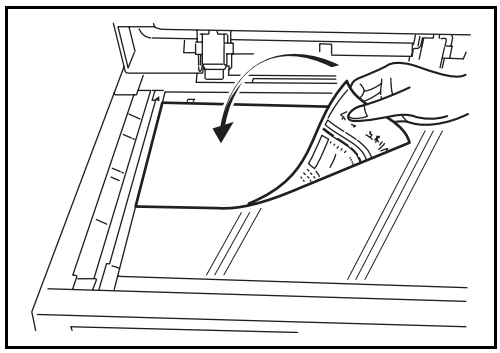
Follow the steps as below for basic copying.

1 Press the **Copy** key when the **Copy** key/indicator is off.



NOTE: If you place the original and press the **Start** key before the machine has warmed up, only the scanning is performed in advance and the copying job starts upon completion of the warm-up.

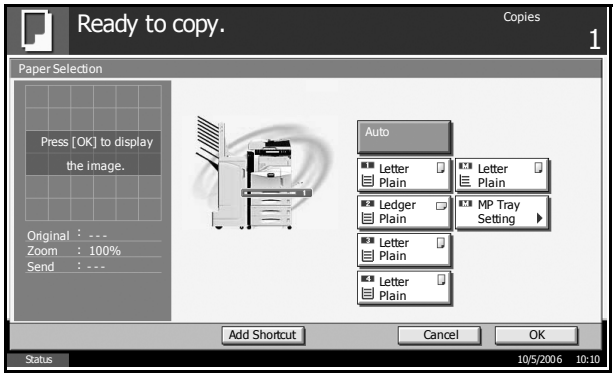
2 Place the originals on the platen or in the optional document processor.



NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

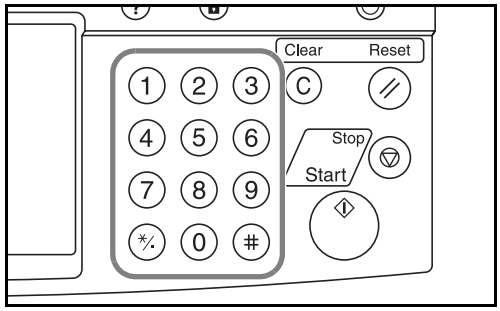
3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press [Org./ Paper/Finishing], [Paper Selection] and select the desired paper source.

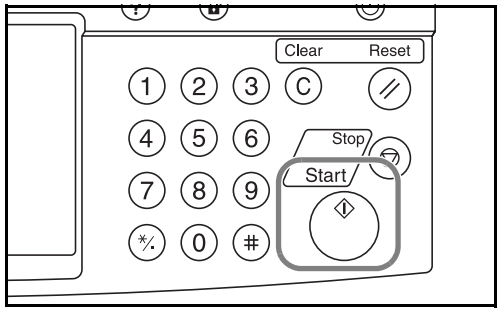


NOTE: Select paper size manually, if necessary, instead of using automatic paper selection.

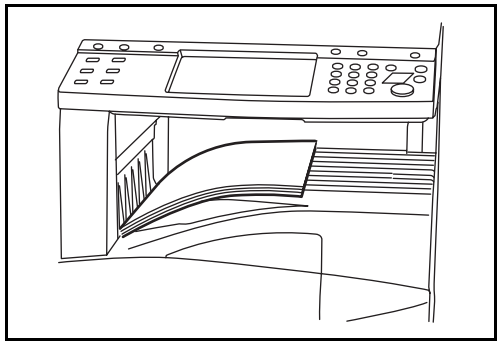
4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.



5 Press the **Start** key to start copying.



6 Remove the finished copies from the top tray.



Original Preview

You can display a preview image of the scanned document on the panel.

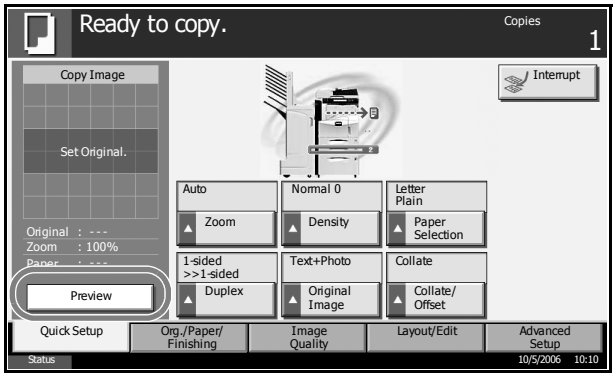
NOTE: To view a preview of an image stored in a Custom Box, refer to *the Advanced Operation Guide*.

The procedure for previewing scanned originals is explained below.

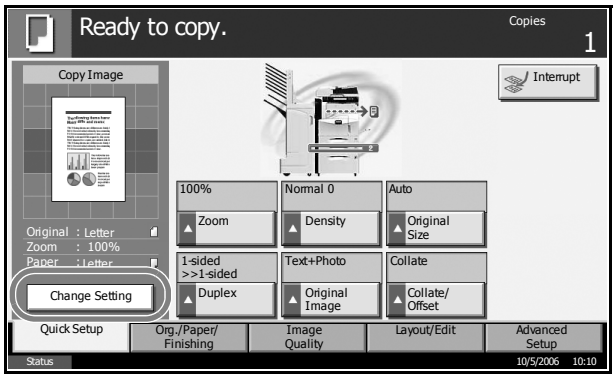
The procedure described here is for copying a single-page original.

1 Place the original on the platen and press the Copy key.

2 Press [Preview].



3 The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.



4 To change the quality or the layout, press [Change Setting]. Change the settings and press [Preview] again to see a preview image with the new settings.

NOTE: If you scan a multi-page original, only the first page is previewed. If you are compiling multiple pages, first press [Preview], scan all the originals, and then press [Scan finish], and a preview of the first page is displayed.
To change the mode when a preview image is displayed, press Reset key and then change the mode.
For booklet copying, the finished page including the lead page of the original is displayed.
Preview is not available if a high compression PDF is selected.

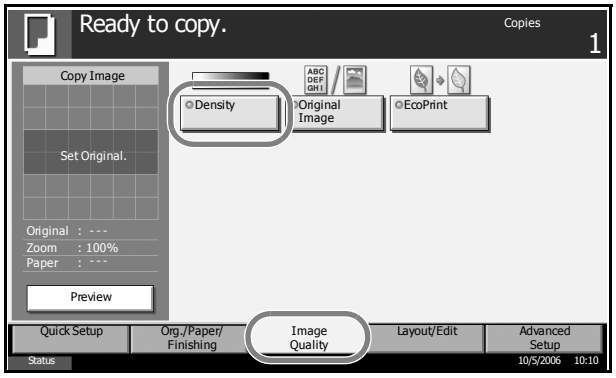
Adjusting Density

Use this procedure to adjust the density when copying.

Density Adjustment Option	Description
Manual	Adjust density using 7 or 13 levels.
Auto	Optimum density is selected according to the density of the original.

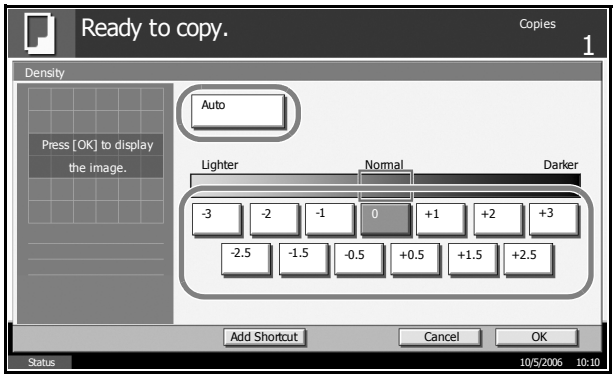
The procedure for adjusting the density of copies is explained below.

1 Set the original on the platen and press [Image Quality] -> [Density].



2 Adjust density manually pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) in half-steps.

To change density adjustment from Manual to Auto, press [Auto].



3 Press [OK].

4 Press the Start key. Copying begins.

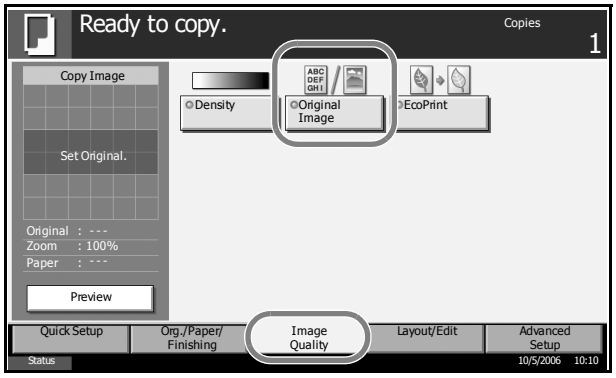
Selecting Image Quality

Select image quality suited to the type of original.

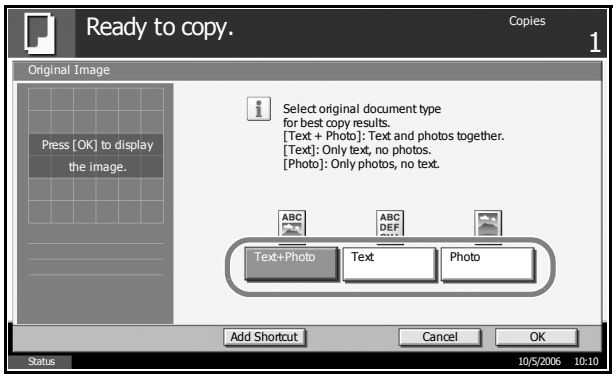
Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Text	For originals primarily consisting of text.
Photo	For originals primarily consisting of photographs.

The procedure for selecting the quality of copies is explained below.

1 Set the original on the platen and press [Image Quality] -> [Original Image].



2 Select the image quality.



3 Press [OK].

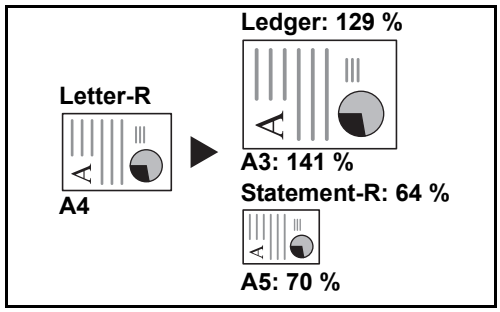
Press the Start key. Copying begins.

Zoom Copying

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

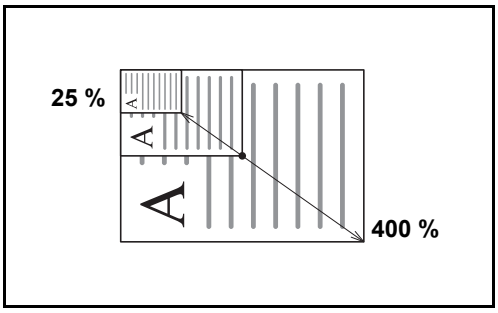
Auto Zoom

Automatically reduces or enlarges the original image suitably to the selected paper size.



Manual Zoom

Manually reduces or enlarges the original image in 1% increments between 25% and 400%.



Preset Zoom

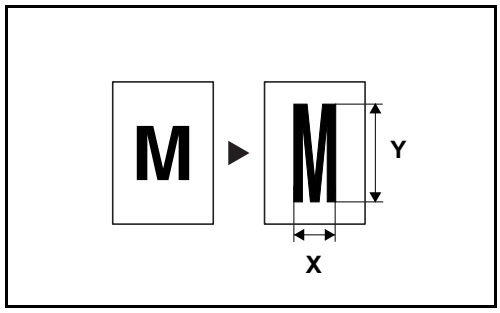
Reduces or enlarges at preset magnifications.

The following magnifications are available.

Model	Zoom Level (OriginalCopy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT -> Ledger), 154%(STMT -> Legal), 129% (Letter -> Ledger), 121% (Legal -> Ledger), 78% (Legal -> Letter), 77% (Ledger -> Legal), 64% (Ledger -> Letter), 50% (Ledger -> STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5 -> A3), 141% (A4 -> A3, A5 -> A4), 127% (Folio -> A3), 106% (11×15" -> A3), 90% (Folio -> A4), 75% (11×15" -> A4), 70% (A3 -> A4, A4 -> A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400%, Max, 200% (A5 -> A3), 141% (A4 -> A3, B5 -> B4), 122% (A4 -> B4, A5 -> B5), 115% (B4 -> A3, B5 -> A4), 86% (A3 -> B4, A4 -> B5), 81%(B4 -> A4, B5 -> A5), 70% (A3 -> A4, B4 -> B5), 50%, 25% (Min.)

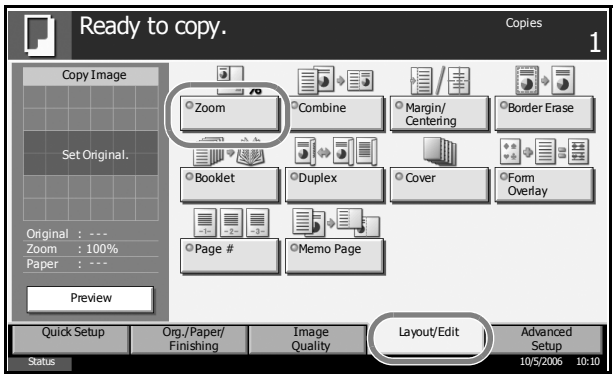
XY Zoom

Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.



The procedure for using zoom copying is explained below.

1 Set the original on the platen and press [Layout/Edit] -> [Zoom].

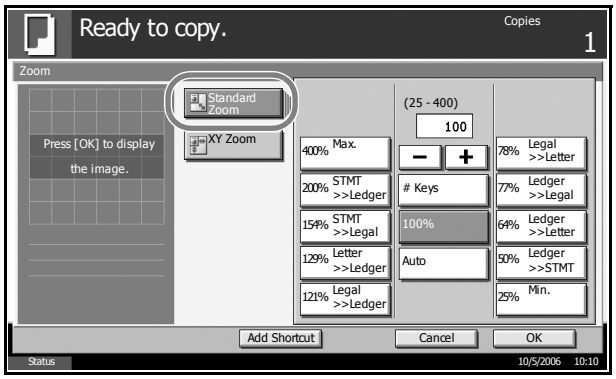


2 Press [Standard Zoom] to use Auto Zoom.

Press [+] or [–] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

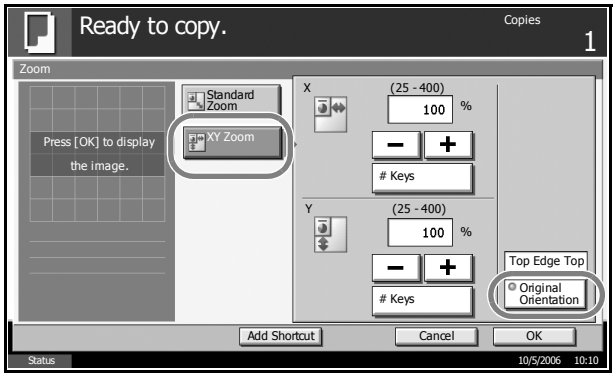
When using Preset Zoom, select the key of desired magnification.

When using XY Zoom, press [XY Zoom].



Press [+] or [–] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].



3 Press [OK].

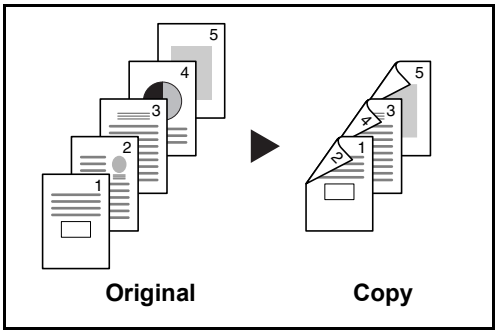
4 Press the Start key. Copying begins.

Duplex Copying

Produce two-sided copies. The following duplex options are available.

One-sided to Two-sided

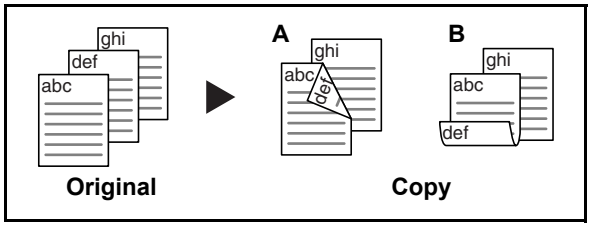
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



The following binding options are available.

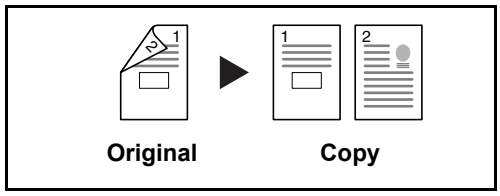
A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.

B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.



Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

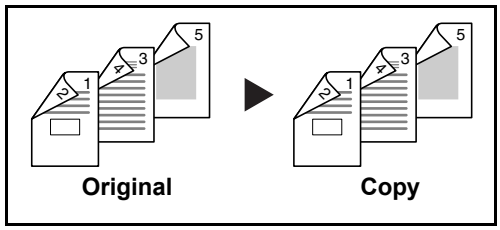


The following binding options are available.

- *Binding Left/Right*: Images on the second sides are not rotated.
- *Binding Top*: Images on the second sides are rotated 180º.

Two-sided to Two-sided

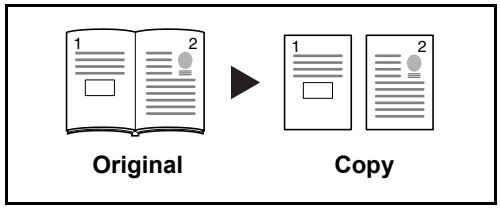
Produces two-sided copies from two-sided originals. The optional document processor is required.



NOTE: The paper sizes supported in Two-sided to Two-sided are Ledger, Legal, Letter, Executive Statement-R, Oficio II, 8.5×13.5", A3, B4, A4, B5, A5-R and Folio.

Book to One-sided

Produces a 1-sided copy of a 2-sided or open book original.



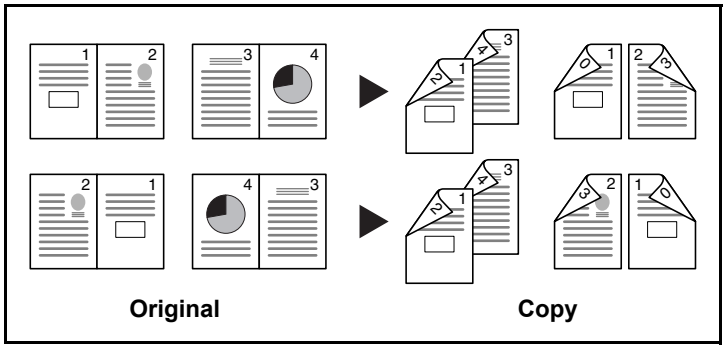
The following binding options are available.

- *Binding Left*: Originals with facing pages are copied from left to right.
- *Binding Right*: Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K. Paper: Letter, A4, B5 and 16K. You may change paper size and reduce or enlarge copy to match that size.

Book to Two-sided

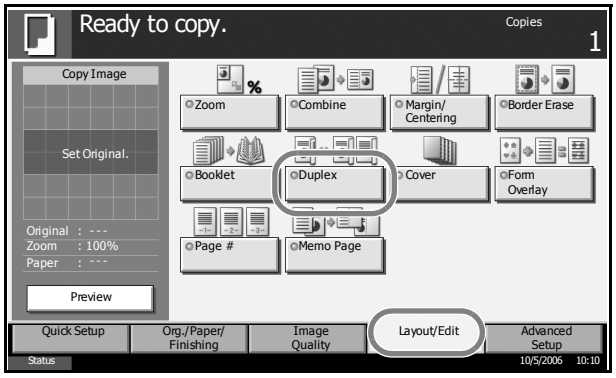
Produces two-sided copies from an open book original with facing pages.



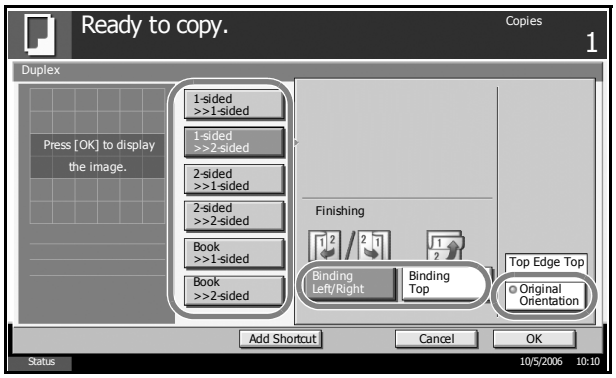
NOTE: The sizes of originals and paper supported in Book to Two-sided are Letter, A4, B5, and 16K.

The procedure for using two-sided/duplex copying is explained below.

1 Press [Layout/Edit] and then [Duplex].



2 Select the desired Duplex option.



3 If you choose [2-sided>>2-sided], [2-sided>>1-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.

4 If you choose [1-sided>>2-sided], [2-sided>>2-sided] or [Book>>2-sided], select the binding edge of the finished copies of *Finishing*.

5 Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

6 Press [OK].

7 Place the original and press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.

After scanning all originals, press [Scan Finish] to start copying.

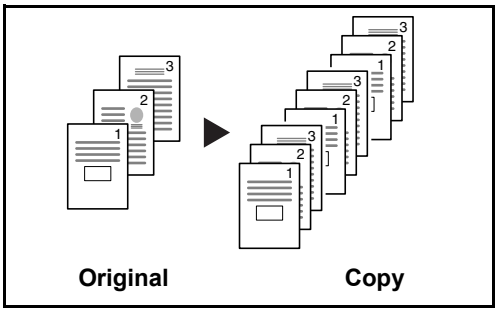
Collate/Offset Copying

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

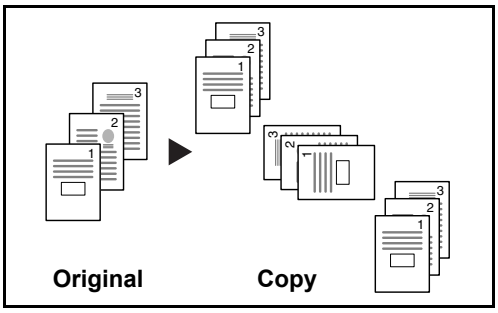
Collate

Scan multiple originals and deliver complete sets of copies as required according to page number.



Offset

Use offset to produce copies after rotating each set (or page) by 90º.

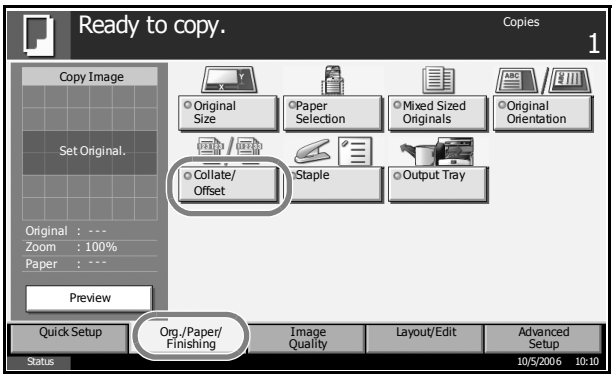


NOTE: To use the offset function, load the same sized paper with different orientation in the paper source other than the selected paper source.

The paper sizes supported in Offset are A4, B5, Letter and 16K.

The procedure for using collate/offset copying is explained below.

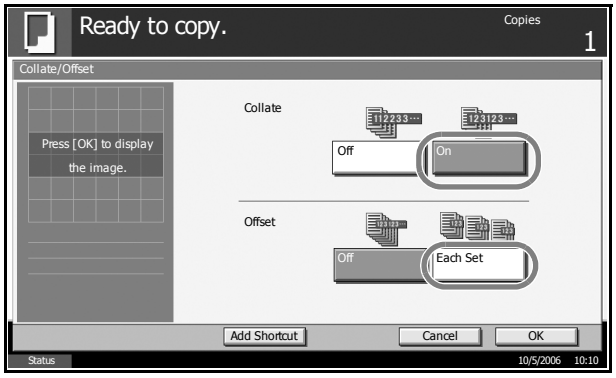
1 Press [Org./Paper/ Finishing] and then [Collate/Offset].



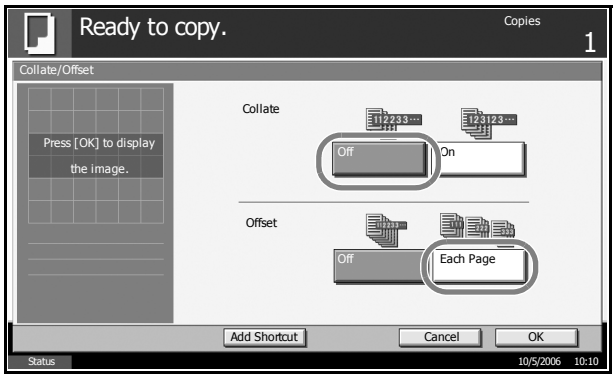
2 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each set] of *Offset*.

Press [OK].



3 If [Off] is selected for *Collate*, press [Off] or [Each Page] in *Offset*.



4 Press [OK].

5 Use the numeric keys to enter the copy quantity.

6 Place the originals and press the **Start** key. Copying begins.

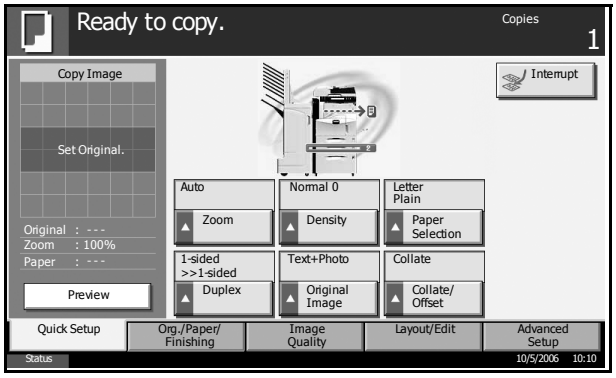
Reserve Copy

This function allows you to reserve the next copy job during printing. Using this function, the original will be scanned while the machine is printing.
When the current print job ends, the reserved copy job is printed.
The procedure differs depending on the *Reserve Next Priority Settings*.

If *Reserve Next Priority Setting* is set to On

The Copy function default screen appears on the touch panel during printing.

1 Place the originals onto the machine for reserving copy, and configure the copy settings.



2 Press the **Start** key.

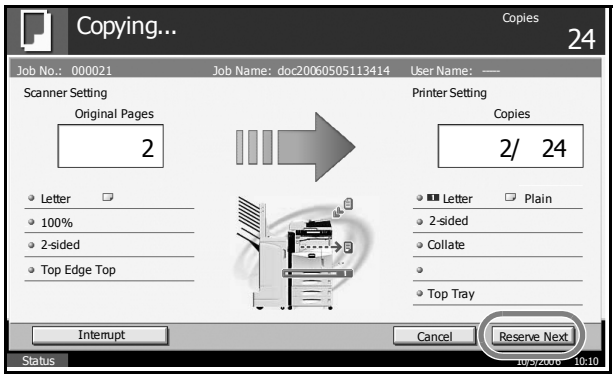
The machine starts scanning the originals.
When the current print job ends, the reserved copy job is printed.

If *Reserve Next Priority Setting* is set to Off

The Copying screen appears on the touch panel during printing.

1 Press [Reserve Next].

The default screen for copying appears.



2 Place the originals onto the machine for reserving copy, and configure the copy settings.

3 Press the **Start** key.

The machine starts scanning the originals.
When the current print job ends, the reserved copy job is printed.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately.
When interruption copy ends, the machine resumes the paused print jobs.
The procedure differs depending on the *Reserve Next Priority Settings*.

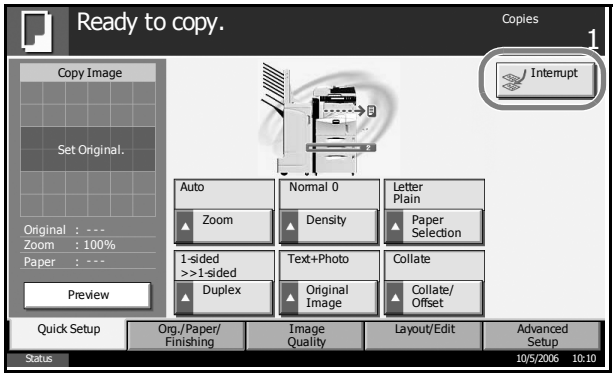
If *Reserve Next Priority Setting* is set to On

The Copy function default screen appears on the touch panel during printing.

1 Press [Interrupt].

Ready to interrupt copy. is displayed.

The current print job is temporarily interrupted.



2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

3 Press the **Start** key to start interrupt copying.

4 When interrupt copying ends, press [Interrupt].
The machine resumes the paused print jobs.

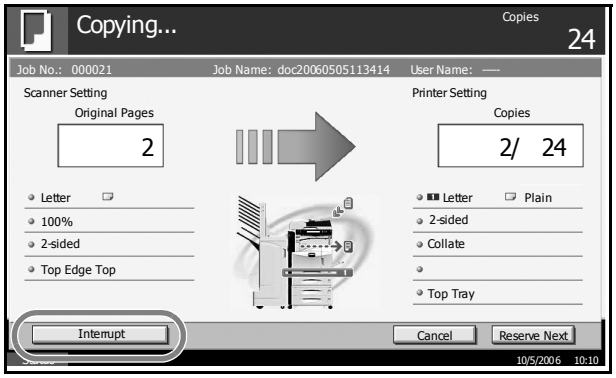
NOTE: If the machine is left for 60 seconds, interrupt copying is automatically cancelled and printing resumes.
If you press [Interrupt] while specifying copy settings, the settings are automatically reset and returns to the default setting.

If *Reserve Next Priority Setting* is set to Off

The Copying screen appears on the touch panel during printing.

1 Press [Interrupt].

The current print job is temporarily interrupted.



2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

3 Press the **Start** key to start interrupt copying.

4 When interrupt copying ends, press [Interrupt].
The machine resumes the paused print jobs.

NOTE: If the machine is left for 60 seconds, interrupt copying is automatically cancelled and printing resumes.

Printing - Printing from Applications

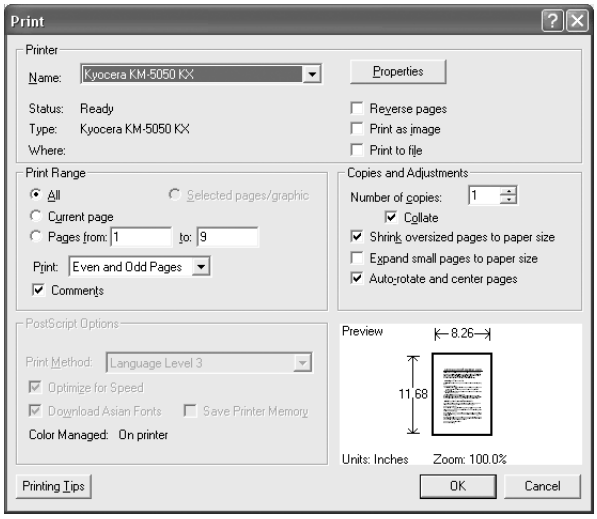
Follow the steps below to print documents from applications.

NOTE: To print the document from applications, install the printer driver on your computer from the supplied CD-ROM (Product Library).

1 Create a document using an application.

2 Click **File** and select **Print** in the application. The **Print** dialog box appears.

3 Click the ▼ button next to the Name field and select this machine from the list.



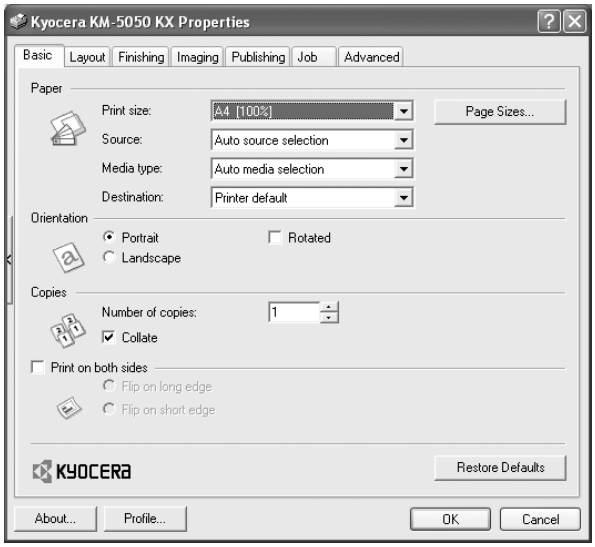
4 Enter the desired print quantity in the **Number of copies** box. Enter any number up to 999.

When there is more than one document, select **Collate** to print out one by one in the sequence of the page numbers.

5 Click **Properties** button. The **Properties** dialog box appears.

6 Select the **Basic** tab and click **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.



7 Click **Source** and select the paper source.

NOTE: If you choose **Auto Select**, papers are supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the Multi Purpose Tray and select **MP Tray**.

8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

Selecting **Rotate 180°** will print the document rotated 180°.

9 Click **OK** button to return to the **Print** dialog box.

10 Click **OK** button to start printing.

Sending

This machine can send a scanned image as an attachment to an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

At the same time as you send a scanned image, you can also print the image or send it to the Document Box.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use COMMAND CENTER (the internal HTML web page) to register the IP address, the host name of the SMTP server, and the recipient.
- Register the destination in the Address Book or One-touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. For setting-up the PC Folder, contact your Network Administrator.
- Creating/Registering a Document Box (when a Document Box is selected as the destination)
- Detailed transmission settings (to select a Document Box as the destination or to print and send the image at the same time)

Follow the steps below for basic sending. The following six options are available.

- Send as E-mail: Sends a scanned original image as an E-mail attachment...*page 3-25*
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...*page 3-27*
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server...*page 3-30*
- Send to Document Box: Stores a scanned original image in a Document Box ...*page 3-46*
- Image Data Scanning with TWAIN: Loads the document data stored in a Custom Box to a PC...*page 3-33*
- Image Data Scanning with WIA: Loads the document data stored in a Custom Box to a PC...*page 3-33*

NOTE: Originals in color can be scanned by adding more memory in the machine. Consult with your service representative.

Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 3-42*.

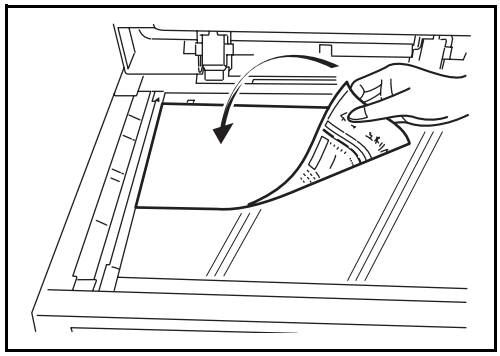
Send as E-mail

Sends a scanned original image as an E-mail attachment.

NOTE:

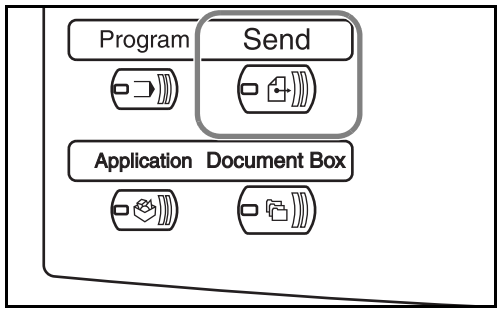
- You must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- Register the IP address and SMTP server host name in COMMAND CENTER beforehand. For details, see *Accessing COMMAND CENTER (Settings for Network and Transmission) on page 2-12*.

1 Place the originals on the platen or in the optional document processor.



NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

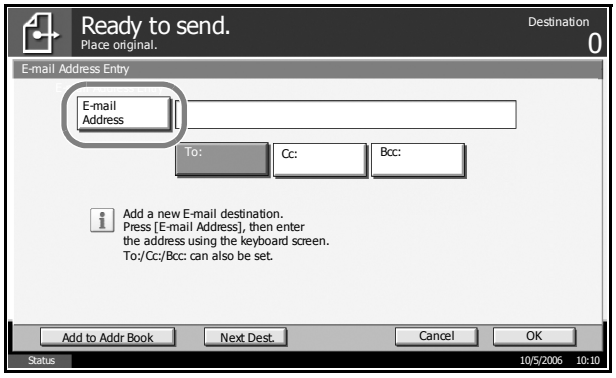
2 Press the **Send** key.



3 Press [E-mail Addr Entry] and then [E-mail Address].

NOTE: Destination can be specified using the Address Book or the One-touch Keys. Refer to *Specifying Destination on page 3-40*.

4 Enter destination E-mail address and press [OK].



5 Press [To:], [Cc:] or [Bcc:] to change the recipient status as necessary.

To specify another destination, go to the step 6. To specify only one destination, go to step 7.

6 Press [Next Dest.] and repeat steps 4 and 5 to specify the destination. Up to 100 E-mail addresses can be specified.

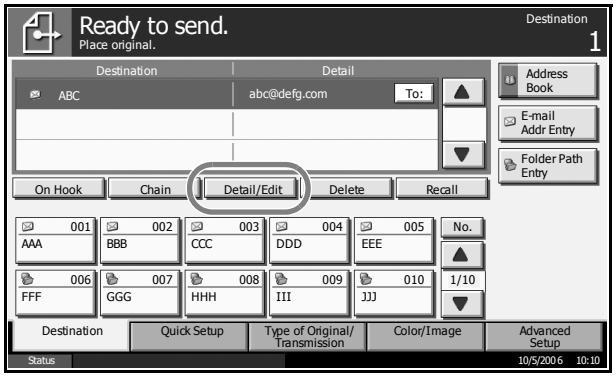
NOTE: When [Add to Addr Book] is displayed, the destinations are registered in the Address Book.

7 Press [OK]. The destinations are registered in the destination list.

8 Check the destination list.

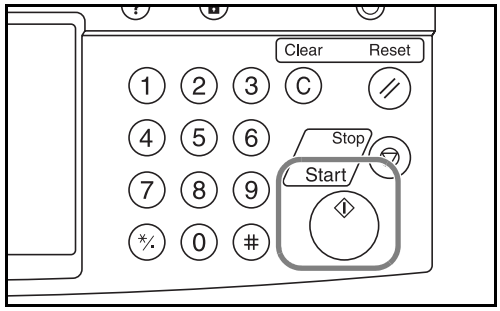
Select a destination and press [Detail/Edit] to check and edit it. Refer to steps 4 and 5 to edit the destination as necessary.

Select a destination and press [Delete] to remove the destination from the list.



9 Change the original size, scan resolution, etc. if necessary.

10 Press the **Start** key. The scanned original is sent to the specified E-mail address.



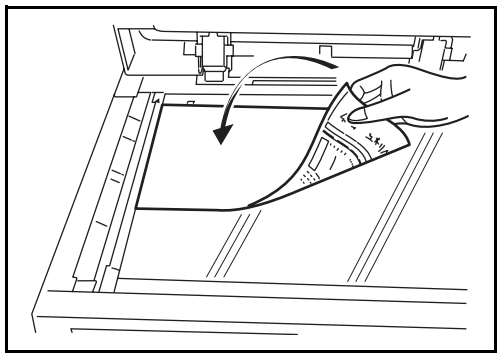
Send to Folder (SMB)

Stores a scanned original image file in the specified shared folder of any PC.

NOTE:

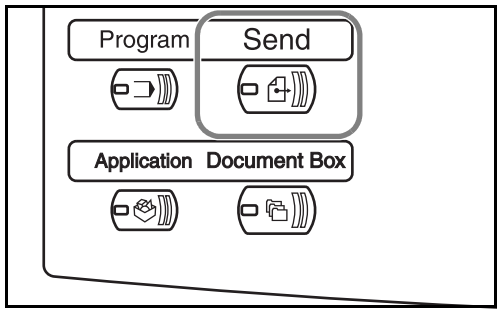
- Refer to Help of your operating system for details on how to share a folder.
- Be sure that **SMB Protocol** of COMMAND CENTER is **On**. Refer to *SMB Settings on page 2-18*.

1 Place the originals on the platen or in the optional document processor.



NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

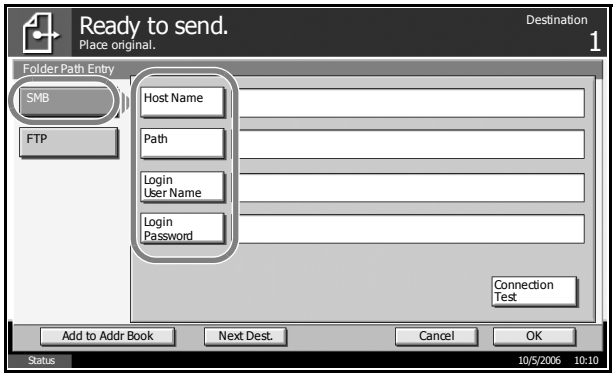
2 Press the **Send** key.



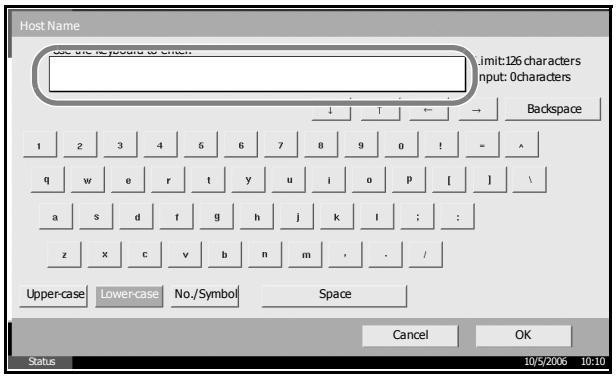
3 Press [Folder Path Entry] and then [SMB].

NOTE: Destination can be specified using the Address Book or the One-touch Keys. For details, refer to *Specifying Destination on page 3-40*.

4 Enter host name, path, login user name and login password. Press the key of each item to first display the entry screen.



5 Enter the destination data and press [OK].

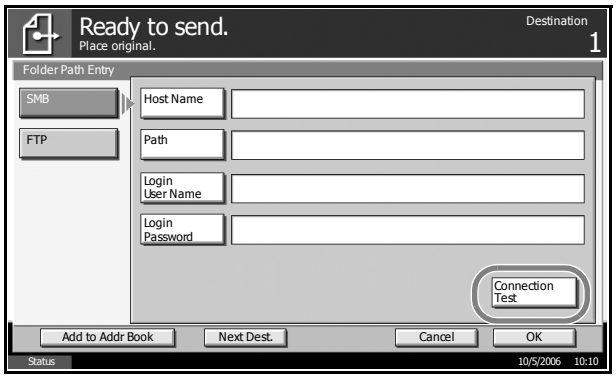


Data to be entered are as follows.

Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of the PC to receive the data.	Up to 62 characters
Path	Path to the receiving folder such as follows. For example, *\User\ScanData*.	Up to 126 characters
Login User Name	User name to access the PC For example, *abcdnet\james.smith*	Up to 62 characters
Login Password	Password to access the PC	Up to 62 characters

* To specify a port number different from the default (139), enter using the format “host name : port number” (e.g., FTPhostname:140).

6 Upon completion of all entries, press [Connection Test] to check the connection.



NOTE: *Connected* appears when connection to the destination is correctly established. If *Cannot connect* appears, review the entry.

To specify another destination, go to the step 7. To specify only one destination, go to step 8.

7 Press [Next Dest.] and repeat steps 4 to 6 to specify the destination. You can specify a combined total of up to 10 FTP and SMB destination folders.

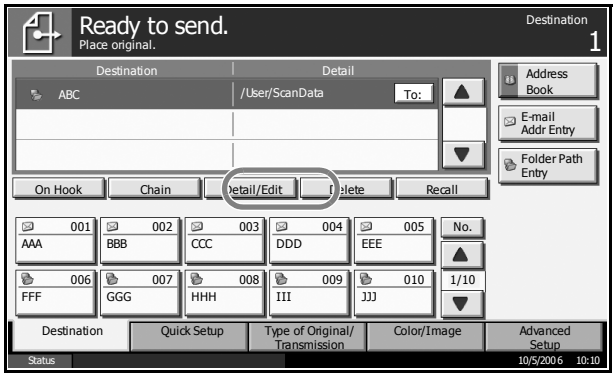
NOTE: When [Add to Addr Book] is displayed, the entry is registered in the Address Book.

8 Press [OK] to register the entry in the destination list.

9 Check the destination list.

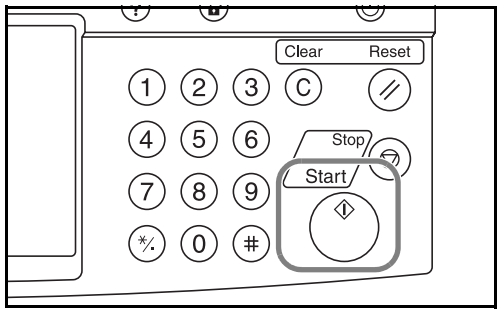
Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to steps 4 to 6.

Select a destination and press [Delete] to remove the destination from the list.



10 Change the original size, scan resolution, etc. if necessary.

11 Press the **Start** key. The scanned original data file is sent to the specified shared folder of the PC.

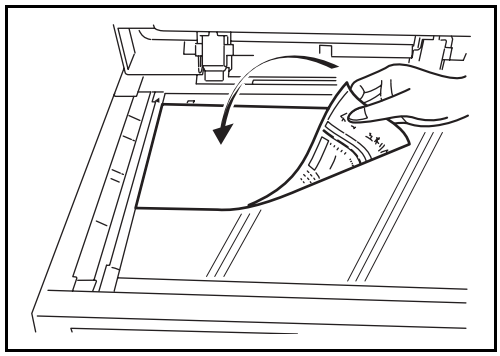


Send to Folder (FTP)

Stores a scanned original image in a folder of an FTP server.

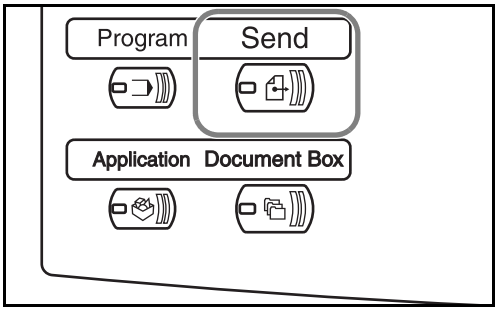
NOTE: Be sure that **FTP** of COMMAND CENTER is **On**. Refer to *FTP Settings on page 2-19*.

1 Place the originals on the platen or in the optional document processor.



NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

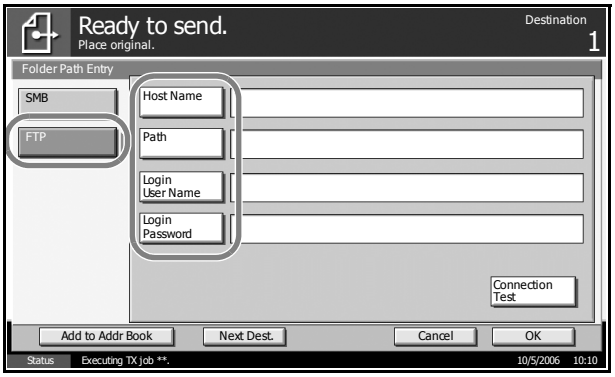
2 Press the **Send** key.



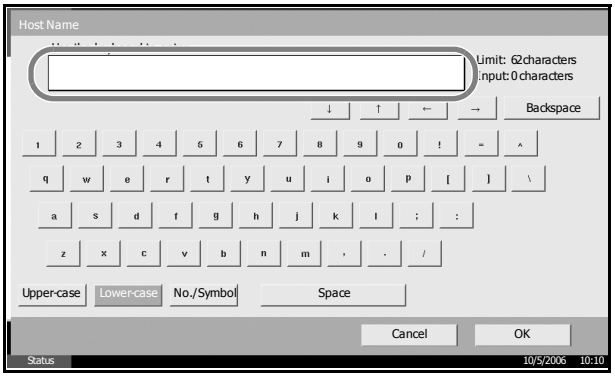
3 Press [Folder Path Entry] and then [FTP].

NOTE: Destination can be specified using the Address Book or the One-touch Keys. Refer to *Specifying Destination on page 3-40*.

4 Enter host name, path, login user name and login password. Press the key of each item to first display the entry screen.



5 Enter the destination data and press [OK].

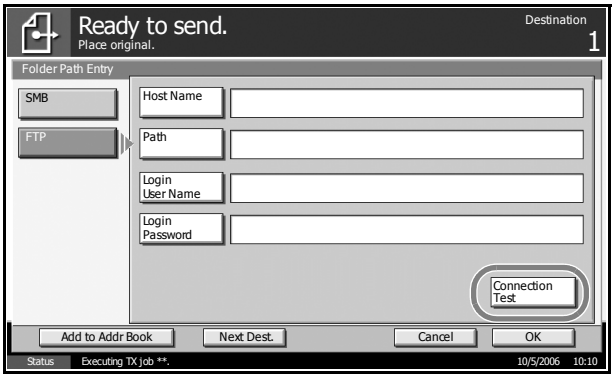


Data to be entered are as follows.

Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of FTP server	Up to 62 characters
Path	Path to the receiving folder. For example, *\User\ScanData*. Otherwise the data will be saved in the home directory.	Up to 126 characters
Login User Name	FTP server log-in user name	Up to 62 characters
Login Password	FTP server log-in password	Up to 62 characters

* To specify a port number different from the default (21), enter using the format “host name : port number” (e.g., FTPhostname:140).

6 Upon completion of all entries, press [Connection Test] to check the connection.



NOTE: *Connected.* appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

If you wish to specify another destination, go to the step 7. If the destination is only one, go to step 8.

7 Press [Next Dest.] and repeat steps 4 to 6 to specify the destination. Up to 10 folders (total number of SMB and FTP folders) can be specified.

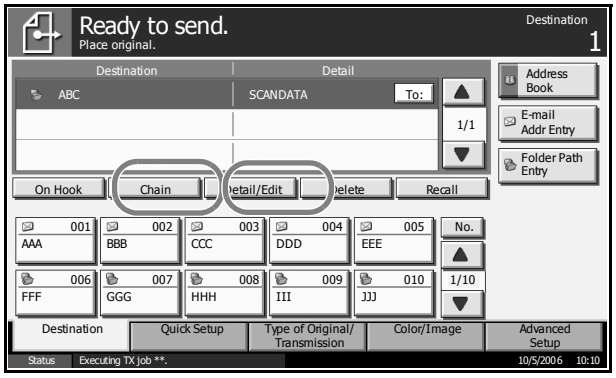
NOTE: When [Add to Addr Book] is displayed, the entry is registered in the Address Book.

8 Press [OK] to register the entry in the destination list.

9 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to steps 4 to 6.

Select a destination and press [Delete] to remove the destination from the list.



10 Change the original size, scan resolution, etc. if necessary.

11 Press the **Start** key. The scanned original data file is saved to the specified FTP server.

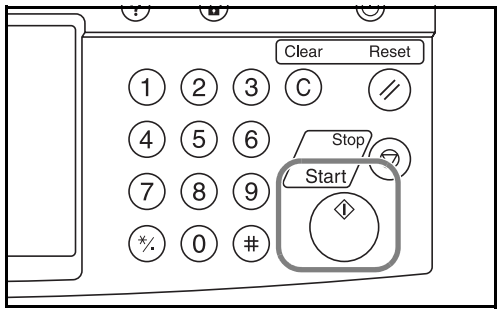


Image Data Scanning with TWAIN / WIA

Download document data stored in a Custom Box to a PC by using the TWAIN Driver or WIA Driver.

NOTE: The document data must already be stored in the Custom Box. For detail, see *Using Document Box on page 3-43*. Install TWAIN driver or WIA driver on your computer in the custom mode from the supplied CD-ROM (Product Library).

Image data scanning using WIA Driver is supported in Windows Vista only.

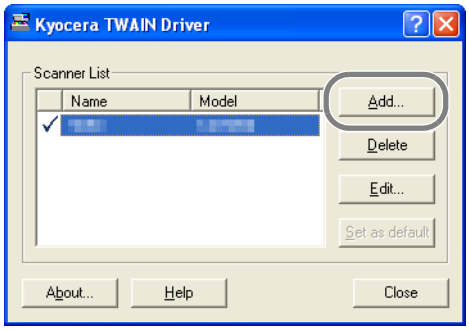
Setting TWAIN Driver

Register this machine to the TWAIN Driver to select the machine's Custom Box.

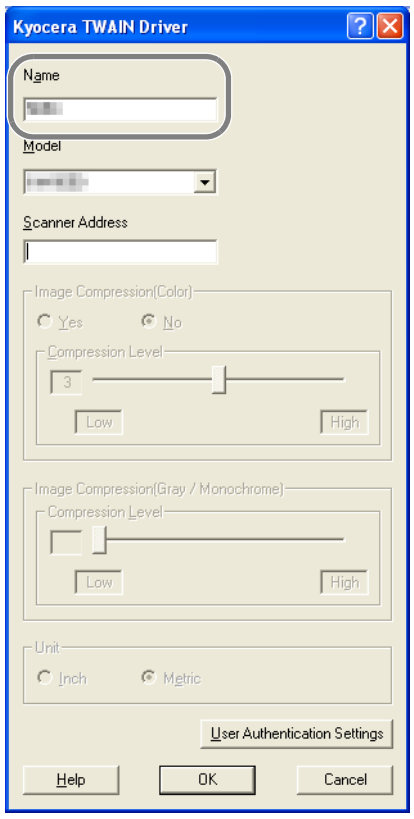
1 Select **Start** button of the Windows display, **All Programs**, **Kyocera** and then **TWAIN Driver Setting**.

NOTE: You can also add the machine to a PC when selecting **Start** of the Windows display, **Control Panel** and then **Kyocera TWAIN**.

2 Click the **Add** button.



3 Enter the machine name in the **Name** field.



4 Click the ▼ button next to the Model field and select this machine from the list.

5 Enter the machine's IP address or host name in the **Scanner Address**.

NOTE: When the machine's IP address is unknown, contact Administrator.

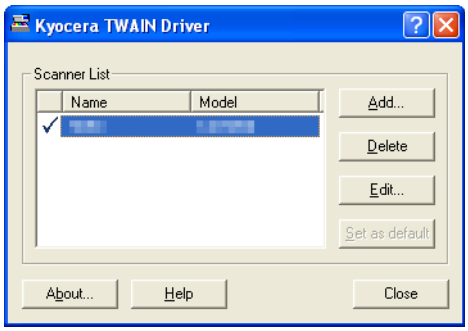
6 Click **User Authentication Settings** button. If user login administration is invalid, go to Step 8.

7 Select the checkbox beside **Authentication**, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click the **OK** button.

8 Click the **OK** button.

9 The machine is registered to the PC and the machine name and model name are displayed in the **Scanner List** field.

NOTE: Click the **Delete** button to delete the added machine. Click the **Edit** button to change names.

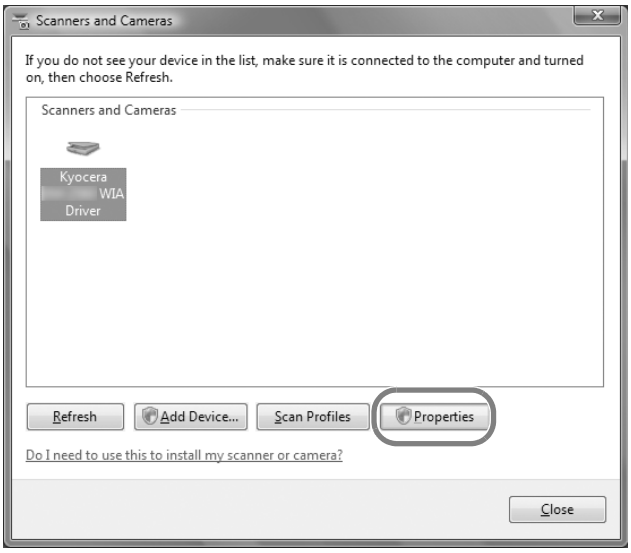


Setting WIA Driver (Windows Vista only)

Register this machine to the WIA Driver to select the machine's Custom Box.The following is not necessary to register when the Scanner Address (the machine's IP address) is entered during installation of WIA Driver.

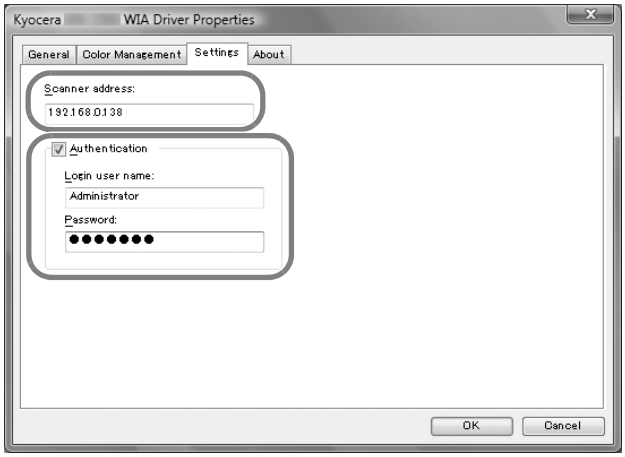
1 Select **Start** button of the Windows display, **Control Panel**, **Hardware and Sound**, and then **Scanners and Cameras**.

2 Select the same name as this machine from WIA Drivers, and press the **Properties** button.


Scanners and Cameras
If you do not see your device in the list, make sure it is connected to the computer and turned on, then choose Refresh.
Scanners and Cameras
Kyocera WIA Driver
Refresh
Add Device...
Scan Profiles
Properties
Do I need to use this to install my scanner or camera?
Close

NOTE: If Windows Security and User Account Control are displayed, no trouble should be found with operation after installing the driver and software we have provided. Continue installation.

3 Click the **Settings** tab and enter the machine's IP address or host name in the **Scanner Address** field. If user login administration is invalid, go to Step 5.



NOTE: When the machine's IP address is unknown, contact Administrator.

4 Select the checkbox beside **Authentication**, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click the **OK** button.

5 Click the **Close** button.

The machine is registered to the PC and the machine name and model name are displayed in the **Scanner List** field.

Scanning document data

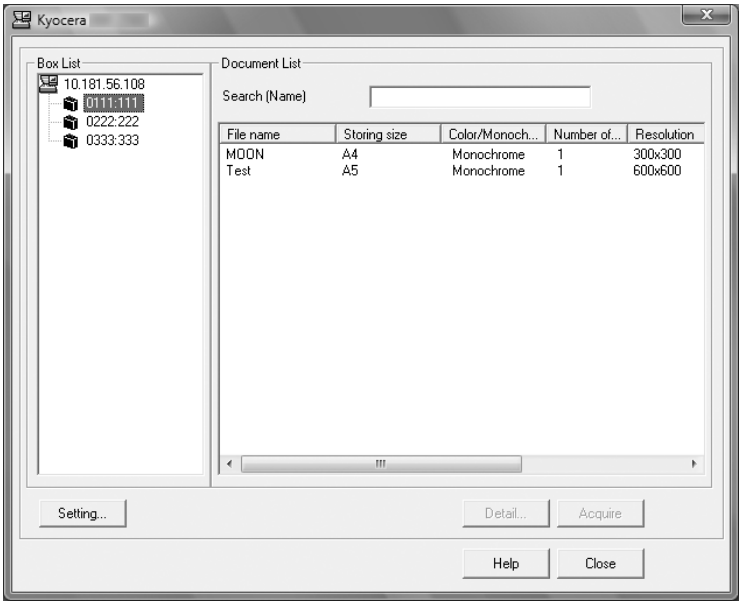
Scan the document data stored in the Custom Box of the machine.
The following procedure is an example for scan operation using the TWAIN Driver. Operate the WIA Drivers in the same manner.

1 Activate the TWAIN compatible application.

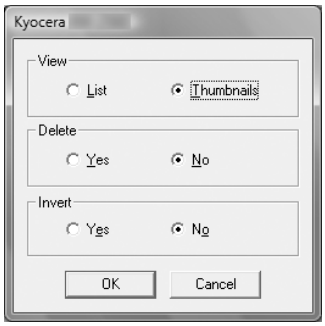
2 Select the machine using the application and display the TWAIN dialog box.

NOTE: For selecting the machine, see the Operation Guide or Help for each application software.

3 Select the Custom Box containing the document file to be scanned from the **Box List**. If a password has been set for the box, the password entry screen appears. Enter the password and click the **OK** button. When you select a box, the document files in the Custom Box appear in the **Document List**.



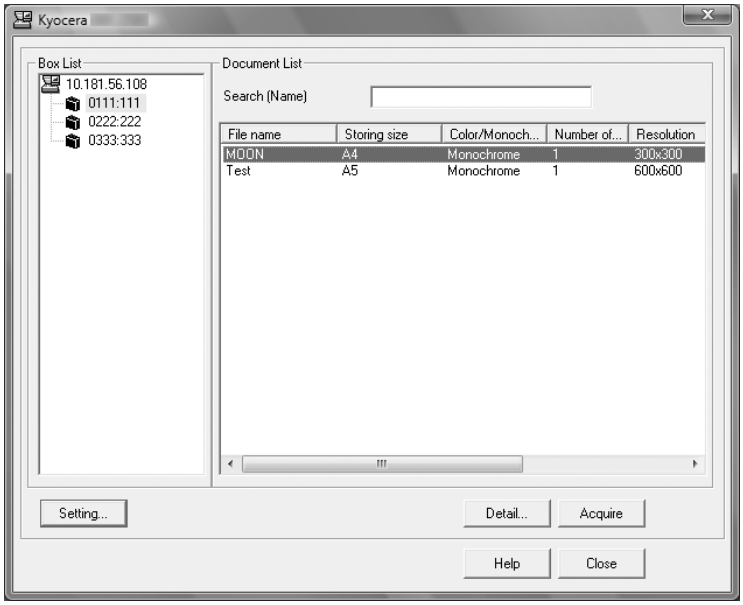
4 Set how to display the document data. Click the **Setting** button to select each item.



Item	Description
View	Change the display in the **Document List** field to List or Thumbnails.
Delete	After scanning the document data, delete the data from the Custom Box.
Invert	Invert the document data color to start scanning.

5 Click the **OK** button.

6 Select the document data to be scanned from **Document List**.



Enter the document data name in the **Search [Name]** to find the data having the same document data name or the document data name with the same beginning.

7 Click the **Detail** button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.

8 Click the **Acquire** button. The document data is scanned.

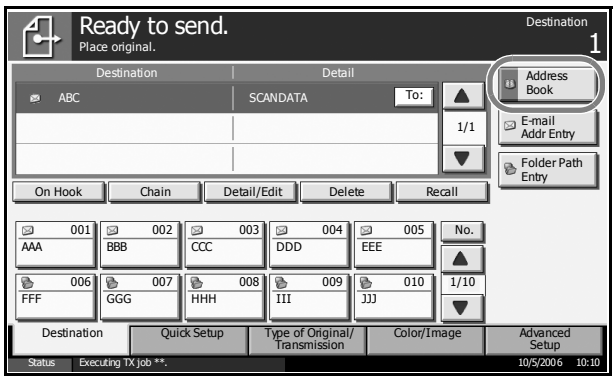
Specifying Destination

When specifying destination, choose from the Address Book or use the One-touch Keys.

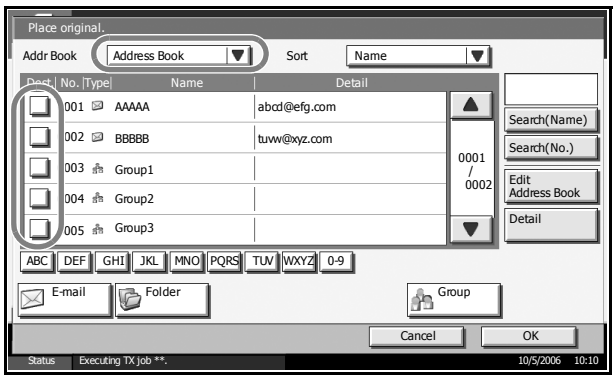
Choosing from the Address Book

Select a destination registered in the Address Book.

1 In the basic screen for sending, press [Address Book].



2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Ext Address Book] of [Address Book].



NOTE: To cancel the selection, press the check box and remove the checkmark. For details on the external address book, refer to *page 2-25*.

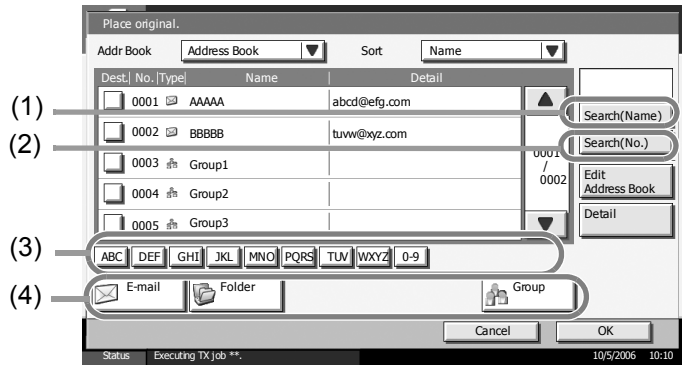
3 When sending as E-mail, press [To:], [Cc:] or [Bcc:] to change the recipient status if necessary.

4 Press [OK] to register the selected destination in the destination list.

NOTE: To delete a destination in the list, select the destination and press [Delete].

Destination Search

Destinations registered in the Address Book can be searched.
Advanced search by type or by initial letter is also available.



Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by initial letter	Advanced search by initial letter of registered name.
4	Advanced search by destination type	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional fax kit is installed).

The procedures for using the different search modes are explained below.

Search by name

Press [Search(Name)] and enter the required name.

Search by address number

Press [Search (No.)] and enter the address number you wish to search.

Advanced search by destination type

Press any of [E-mail], [Folder], [FAX] , [i-FAX] or [Group]. The destinations registered by that type are displayed.

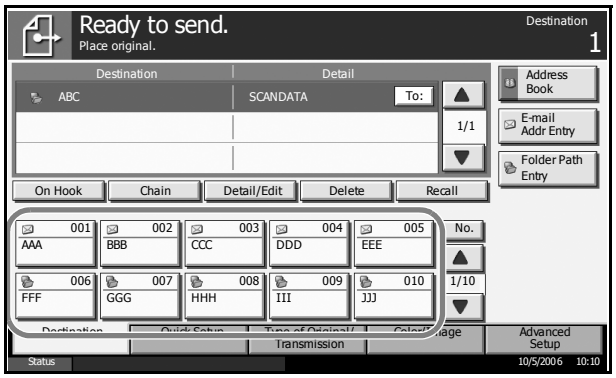
Advanced search by initial letter

Press the key for the required initial letter.

Choosing by One-Touch Key

Select the destination using the One-touch Keys.

In the basic screen for sending, press the One-touch Keys where the destination is registered.

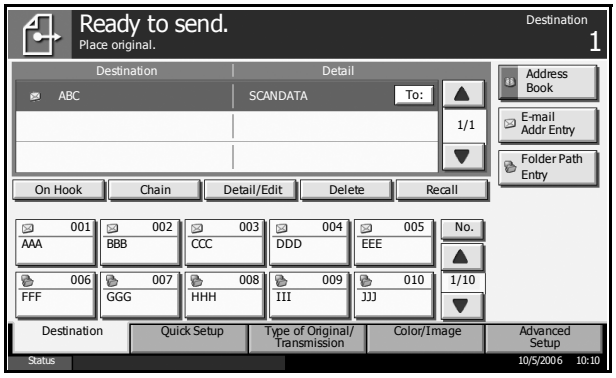


NOTE: If the One-touch Keys for the desired destination is hidden on the touch panel, press [▼] or [▲] to scroll and view next or previous One-touch Keys.
This procedure assumes that One-touch Keys have already been registered.
Refer to *the Advanced Operation Guide* for more information on registering One-touch Keys.

Choosing by Speed Dial

Access the destination by specifying the 3-digit One-touch Key number (speed dial).

In the basic screen for sending, press the **No.** key and enter the 3-digit **one-touch** key number in the numeric entry screen.



Sending to Different Types of Destinations (Multi Sending)

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to launch transmission to all destinations at one time.

Using Document Box

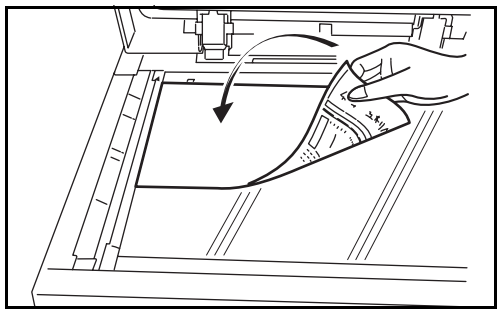
Follow the steps as below for basic operations for using Document Box.

NOTE: It is assumed that a custom Document Box has already been created and registered.
Refer to *the Advanced Operation Guide* for more information on creating/ registering Document Boxes.

Storing Documents in a Custom Box

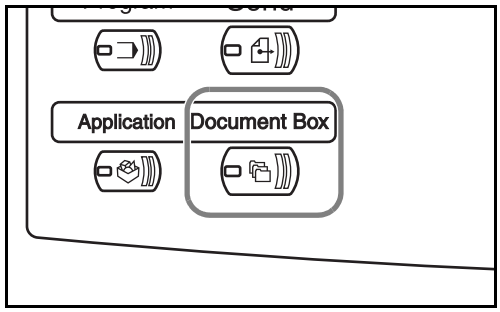
Store documents in a Custom Box.

1 Place the originals on the platen or in the optional document processor.

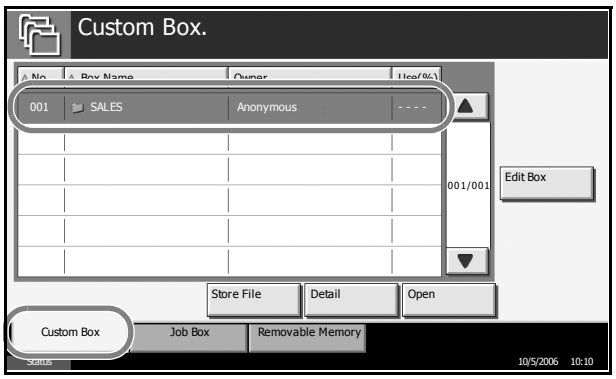


NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

2 Press the **Document Box** key.

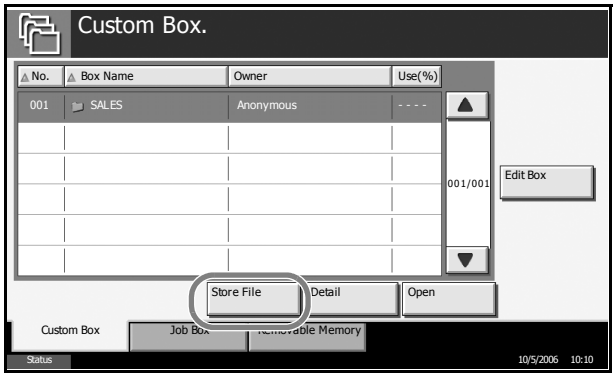


3 Press [Custom Box] and select the box in which the file is to be stored.



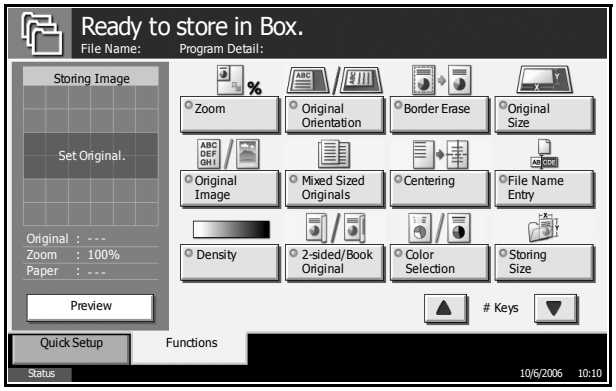
NOTE: The Custom Box to store a file needs to be created in advance.

4 Press [Store File].

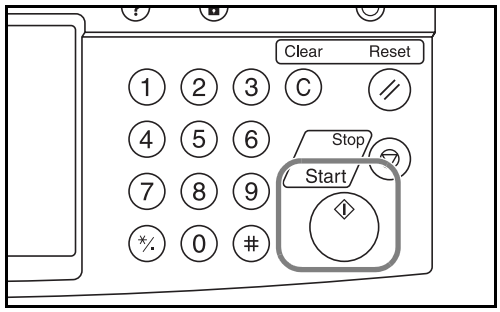


NOTE: If a password is set for the Custom Box in advance, enter the correct password.

5 Change the original type, scan density, etc. if necessary.



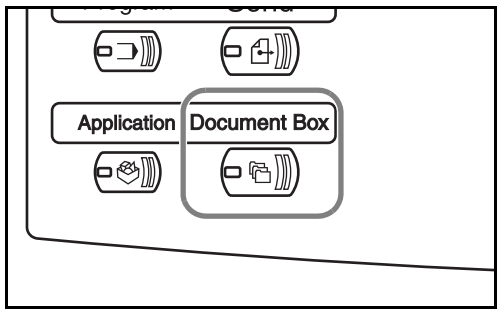
6 Press the **Start** key. The original will be scanned and its data will be stored in the specified Document Box.



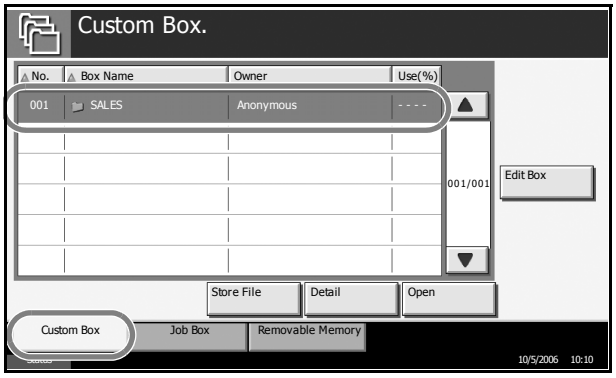
Printing Documents Stored in a Custom box

Print the documents stored in the Custom Box.

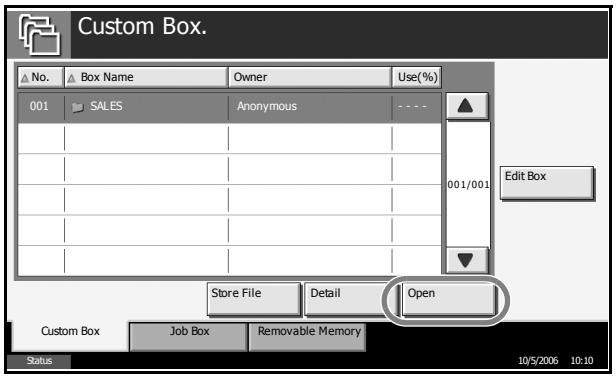
1 Press the **Document Box** key.



2 Press [Custom Box] and select the box containing the document you wish to print.

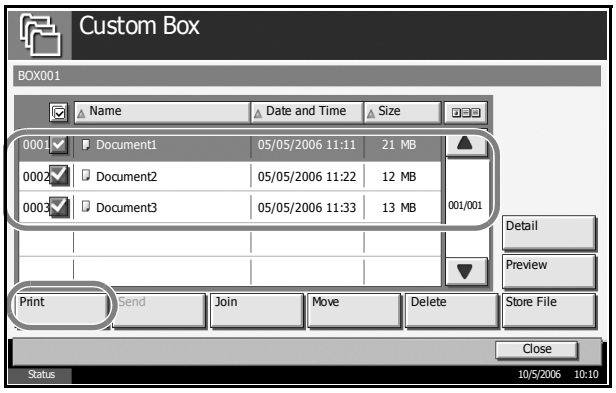


3 Press [Open].



NOTE: If a password is set for the Custom Box in advance, enter the correct password.

4 Select documents in the list by checking the checkbox. The selected documents are indicated by a checkmark.

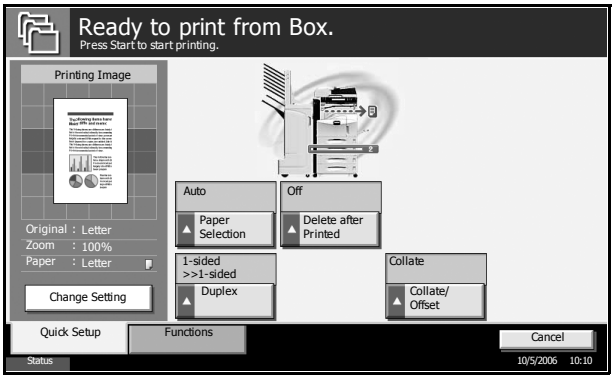


NOTE: To cancel the selection, press the checkbox and remove the checkmark.

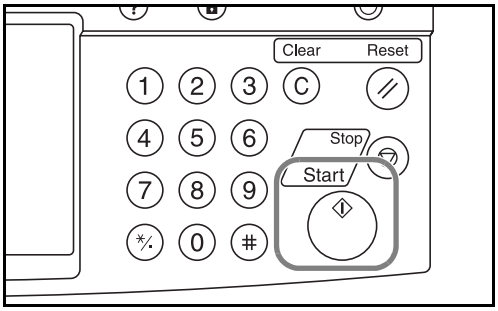
Select one document when using [Printing Image], [Booklet], or [Cover] function.

5 Press [Print].

6 Change paper selection, 1-sided/2-sided print, etc. if necessary.



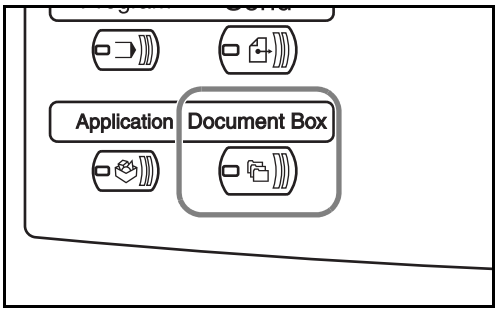
7 Press the **Start** key to start printing the selected document.



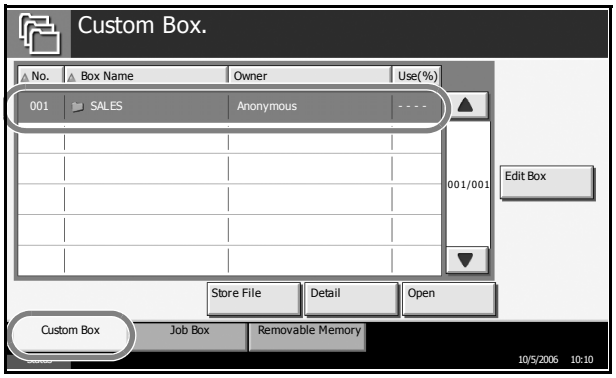
Sending Documents Stored in a Custom Box

Send a document stored in a Custom Box.

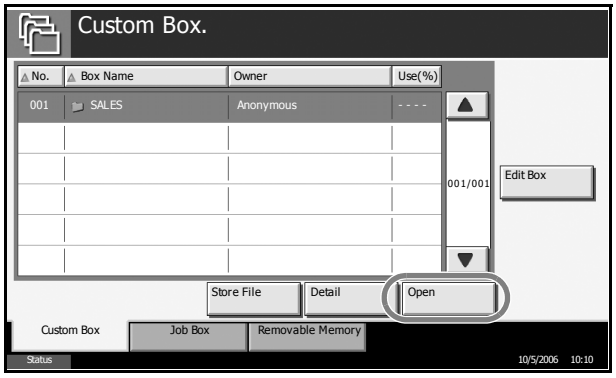
1 Press the **Document Box** key.



2 Press [Custom Box] and select the box containing the document you want to be sent.

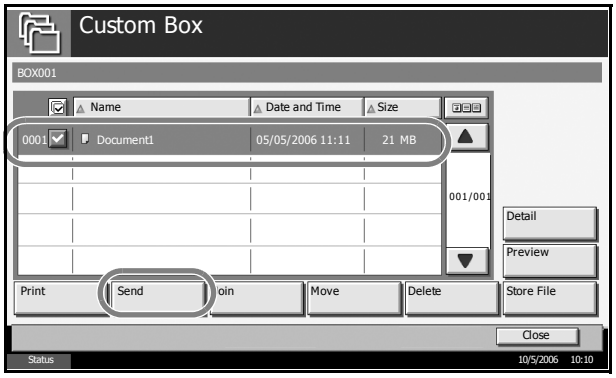


3 Press [Open].



NOTE: If a password is set for the Custom Box in advance, enter the correct password.

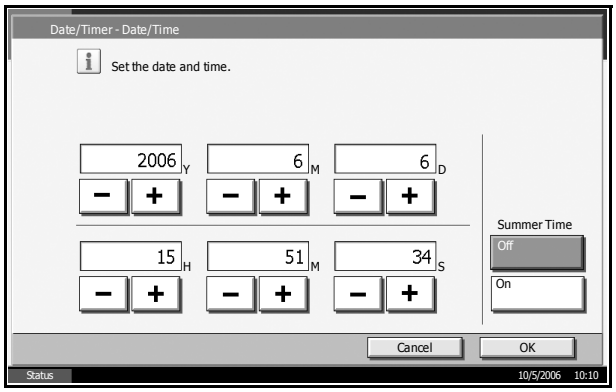
4 From the list, select the checkbox beside the document to be sent. The selected document is indicated by a checkmark in the checkbox.



NOTE: Multiple documents cannot be selected and sent. To cancel the selection, press the checkbox to remove the checkmark.

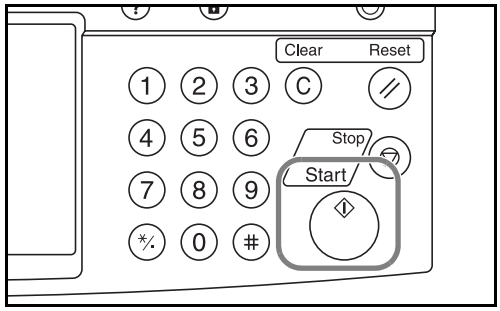
5 Press [Send].

6 Specify the destination.



NOTE: Refer to *Specifying Destination on page 3-40* on how to choose destinations.

7 Press the **Start** key to start sending the selected document.



Editing Documents Stored in a Custom Box

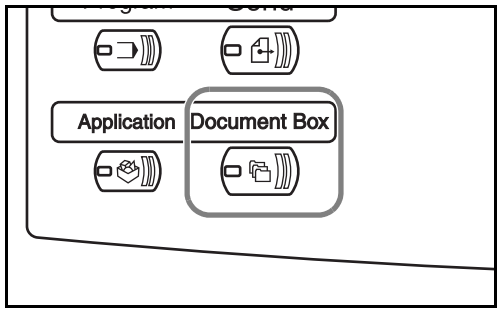
Move a document from one Custom Box to another or join multiple documents together.

NOTE: Once you print or send a document in a Custom Box, you cannot [Move] that document until printing or transmission ends.

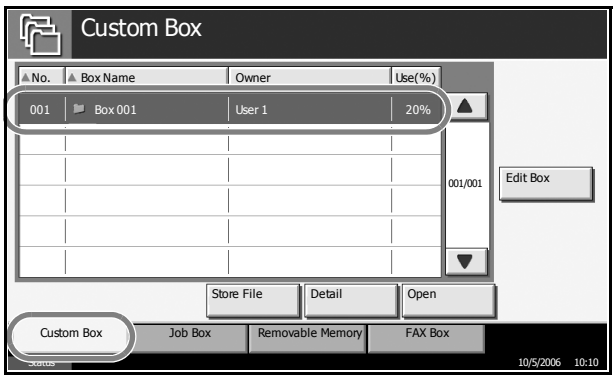
Move Documents

The procedure for moving documents is explained below.

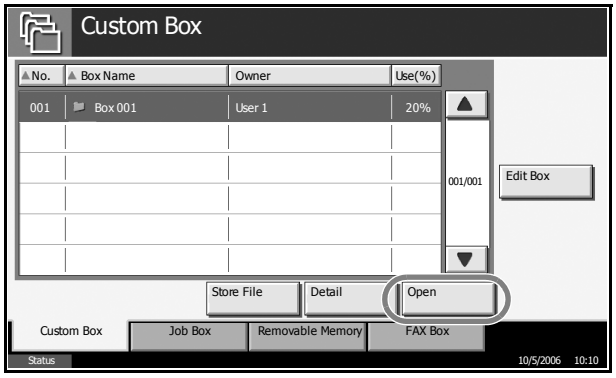
1 Press the **Document Box** key.



2 Press [Custom Box] and select the box containing the document to be moved.

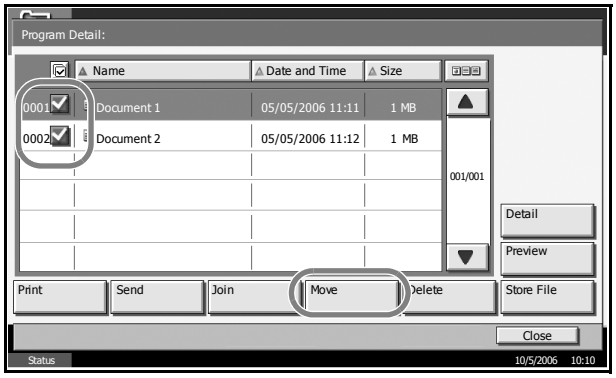


3 Press [Open].



NOTE: If a password is set for the Custom Box in advance, enter the correct password.

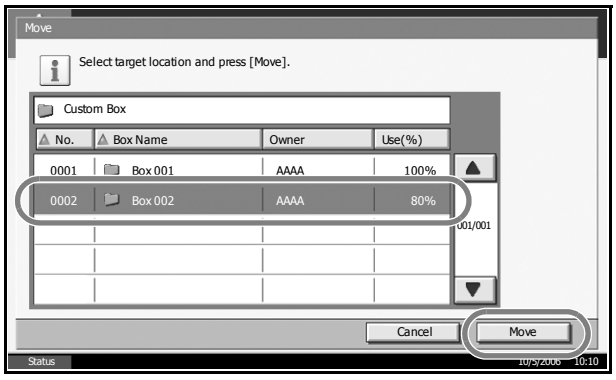
4 From the list, select the checkbox beside the document to be moved. The selected document is indicated by a checkmark in the checkbox.



NOTE: To cancel the selection, press the checkbox to remove the checkmark.

5 Press [Move].

6 Select the destination box and press [Move]. Then press [Yes] in the confirmation screen and the document is moved.



NOTE: If a password is set for the destination box in advance, enter the correct password.

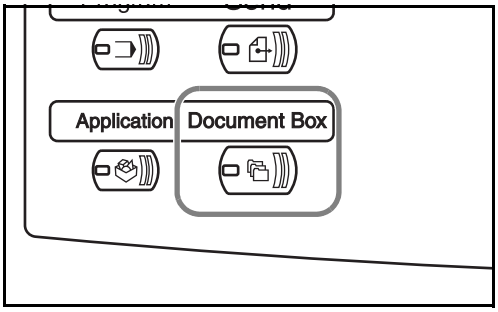
Join Documents

Join documents stored in the Custom Box.

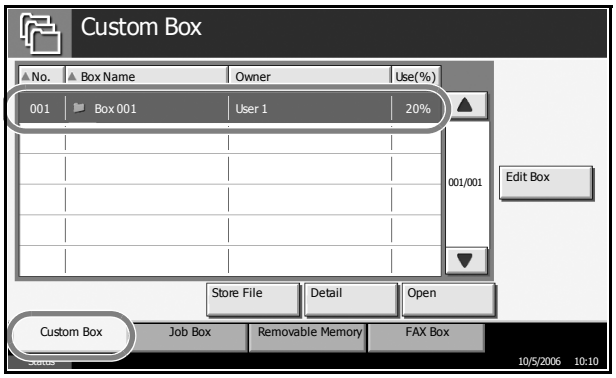
IMPORTANT: Only documents contained in the same Custom Box can be joined. If necessary, move the documents to the same Custom Box in advance.

The procedure for joining documents is explained below.

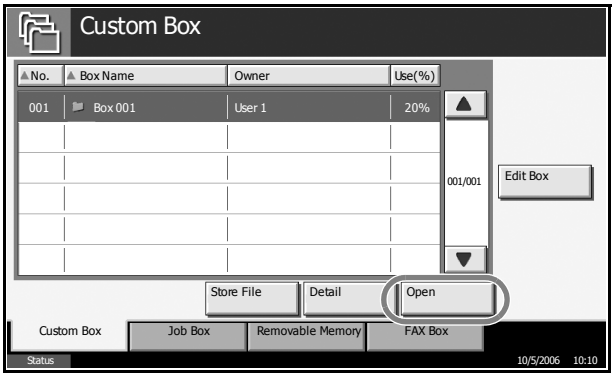
1 Press the **Document Box** key.



2 Press [Custom Box] and select the box containing the documents to be joined.

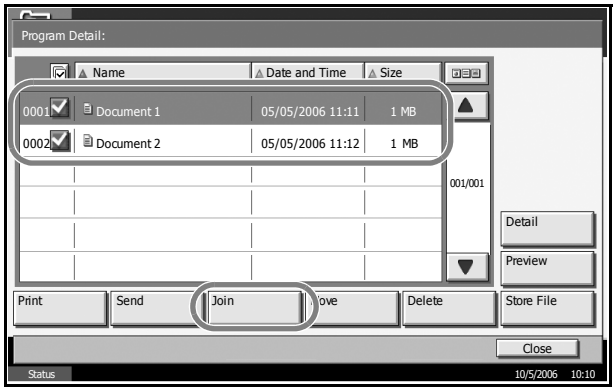


3 Press [Open].



NOTE: If a password is set for the Custom Box in advance, enter the correct password.

4 From the list, select the checkbox to indicate the documents to be joined. Up to 10 documents can be joined. The selected documents are indicated by a checkmark in the checkbox.

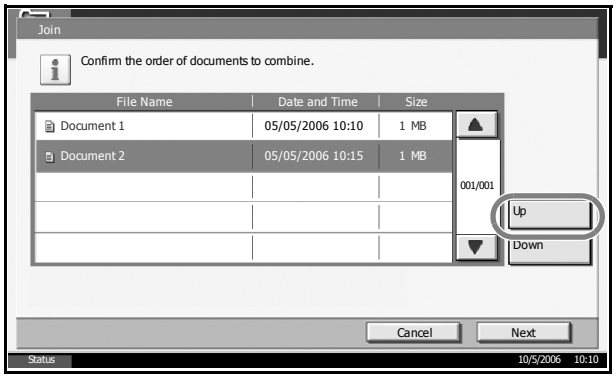


NOTE: To cancel the selection, press the checkbox and remove the checkmark.

5 Press [Join].

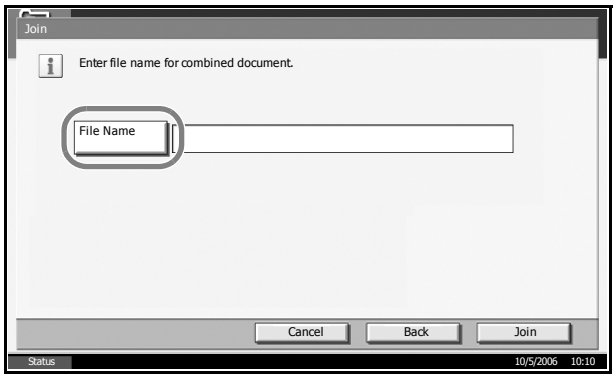
6 Arrange the documents in the desired order.

Press the document to be rearranged. The document will be highlighted. Press [Up] or [Down] to move the document up or down according to the order to be in.



7 Press [Next].

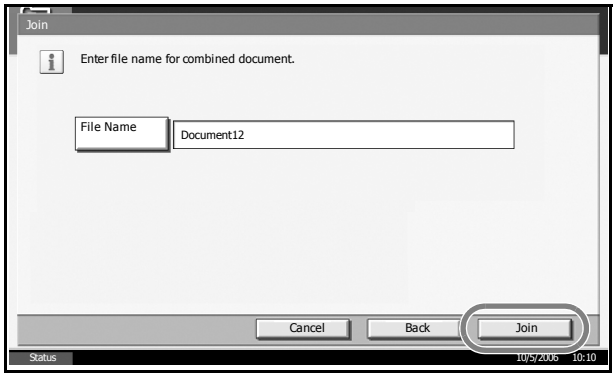
8 Press [File Name].



9 Enter a new file name for the documents to be joined, and press [OK].

NOTE: Refer to the *Appendix* for entering characters.

10 Press [Join]. Pressing [Yes] in the confirmation screen joins the documents.



NOTE: Original documents before joining are retained. Delete them if they are unnecessary.

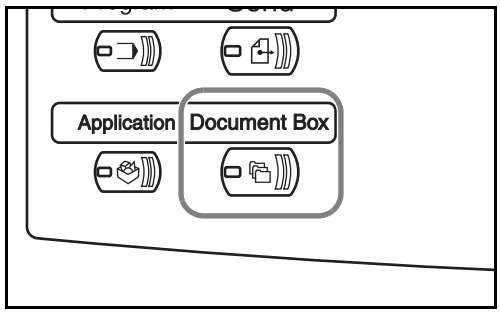
Printing Documents Stored in the Job Box

Print documents stored in the job box. The following boxes and documents are contained in the job box.

Type of box contained	Documents stored
Private Print/Stored Job	Print jobs stored by using Private Print or Stored Job functions.
Quick Copy/Proof and Hold	Print jobs stored by using Quick Print or Proof and Hold functions.
Repeat Copy	Copy job with Repeat Copy setting.
Form for Form Overlay (Copy)	Form data used for Form Overlay (Copy).

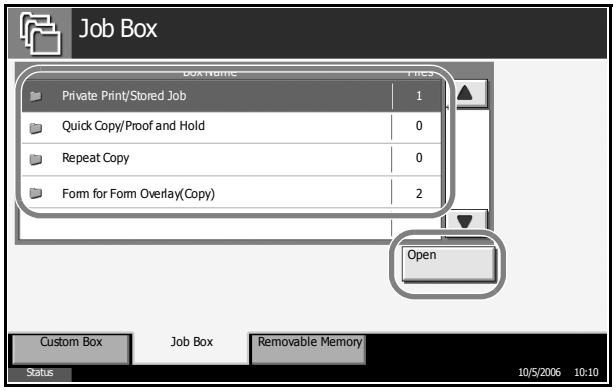
The procedure for printing documents in the Job Box is explained below.

1 Press the **Document Box** key.



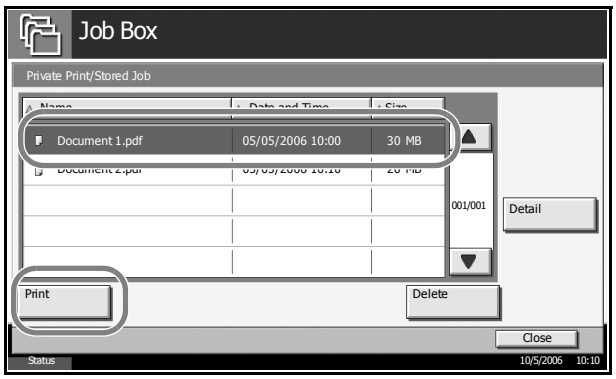
2 Press [Job Box].

3 Select the box containing the document to be printed Press [Open].



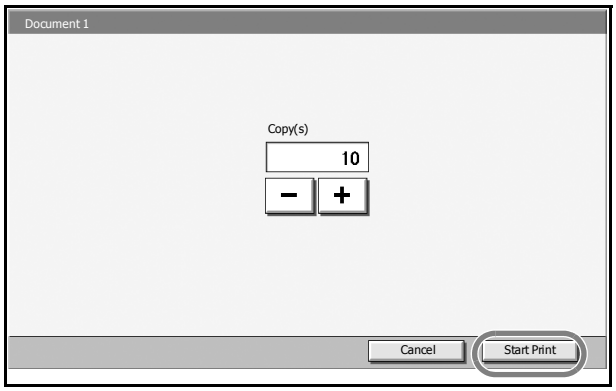
4 Select the document to be printed and press [Print].

In the case of image overlay (copying), press [Yes] in the confirmation screen and printing begins. For other boxes, proceed to step 5.



NOTE: If a password is set for the Custom Box in advance, enter the correct password.

5 Use the [+] or [-] key or the keys on the number pad to enter the number of copies and then press [Start Print]. Printing begins.



Printing Documents Stored in Removable USB Memory

Connect a removable USB memory to the machine to print PDF data stored in the memory. Printing can be performed easily without using a PC.

Limitations

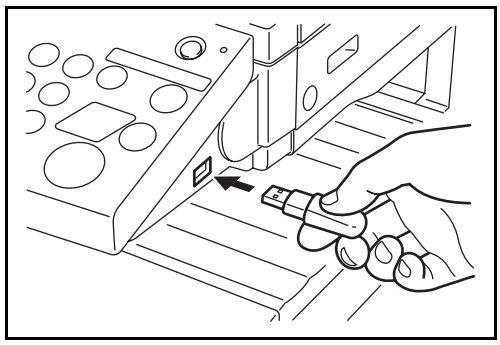
- Only PDF file data (version 1.4 or earlier) is printable.
- High compression PDF files and encrypted PDF files are not supported.
- PDF files you wish to print should have an extension (.pdf).
- The PDF file to print must be at the root directory of the USB memory.
- Multiple documents cannot be selected and printed.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB memory slot. We do not guarantee that USB memory printing is error free if a USB hub is used.

Printing

Print documents stored in the removable USB memory.

1 Press the **Document Box** key.

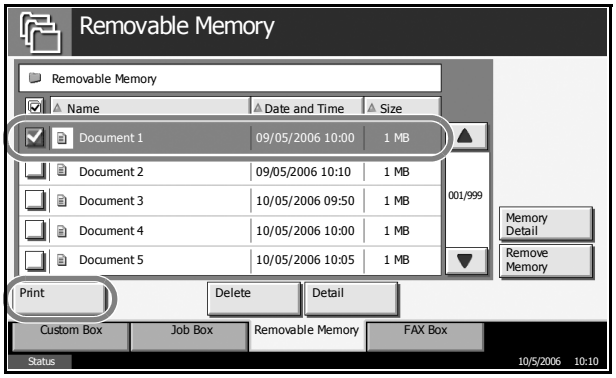
2 Plug the USB memory into the USB memory slot.



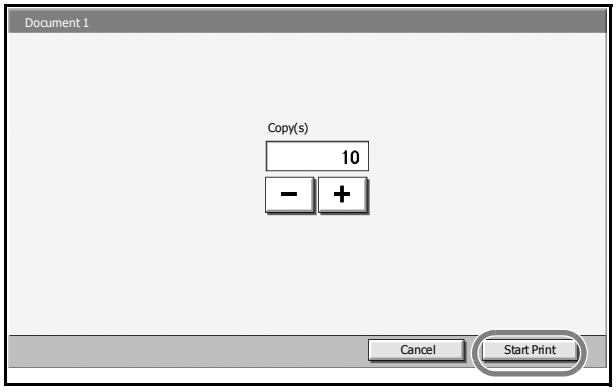
IMPORTANT: Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *Removable Memory is not formatted*. may appear. To format a USB memory, press [Format] and follow the instructions on the screen.

3 Press [Removable Memory].

4 Select the file to be printed and press [Print].



5 Enter the number of copies you wish to print by using [+]/[–] or the numeric keys. Then press [Start Print] to start printing.



Removing USB Memory

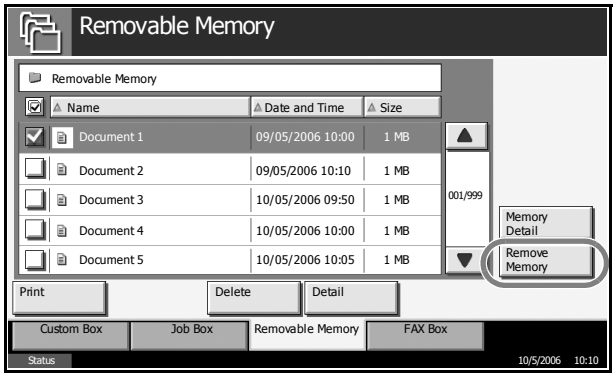
Remove the USB memory.

IMPORTANT: Be sure to follow the proper procedure to avoid damaging the data or USB memory.

1 Press the **Document Box** key.

2 Press [Removable Memory].

3 Press [Remove Memory].



4 Remove the USB memory after *Removable Memory can be safely removed* is displayed.

Canceling/Viewing/Changing Jobs

Follow the steps below to cancel any print or send job being executed, view job detail, or print the waiting print job first (*Priority Override*).

You can also reorder the print sequence for the queued print jobs.

Job handling operation is done in the *Status/Job Cancel* screen.

Canceling Jobs

Cancel any job while it is printing, sending or waiting.

NOTE: Printing of data received by fax cannot be cancelled.

The procedure for cancelling a job is explained below.

1 Press the **Status/Job Cancel** key.

2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs].

Jobs which can be cancelled in each screen are as follows.

[Printing Jobs]: 8 types: Copy job, Printer job, FAX reception, i-FAX reception, E-mail reception, Job from Document Box, Report/List, Data from Removable Memory

[Sending Jobs]: 6 types: Sending Job FAX, Sending Job i-FAX, Sending Job PC(SMB/FTP), Sending Job E-mail, Sending Job TWAIN, Sending Job Multiple

[Storing Jobs]: 4 types: Storing Job Scan, Storing Job Printer, Storing Job FAX, Storing Job i-FAX

3 Select the job you wish to cancel and press [Cancel]. *Canceling* will appear of *Status* and the job will be canceled.

NOTE: The canceled job will be displayed in the *Log* screen.

4 Repeat steps 2 and 3 to cancel other jobs.

Canceling Jobs with the Stop Key

You can also cancel jobs by pressing the **Stop** key.

Cancelling jobs by pressing the **Stop** key differs in detailed procedures depending on the content of *Reserve Next Priority Settings*.

If *Reserve Next Priority Setting* is set to On

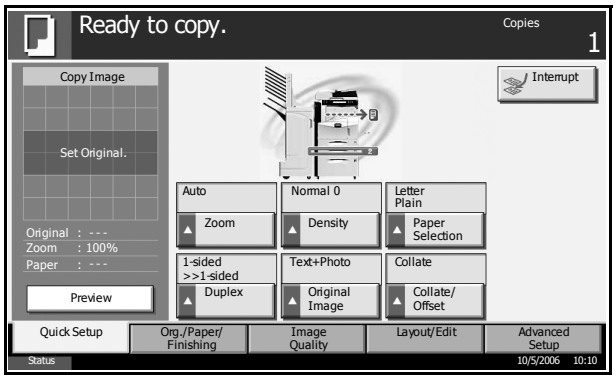
Printing jobs

The Copy function default screen appears on the touch panel during printing.

1 Press the **Stop** key.

Cancelling job screen appears.

The current print job is temporarily interrupted.



2 To cancel printing, select [Cancel], and then press [Yes] in the confirmation screen.

To restart a job, press [Resume All Print Jobs].

NOTE: If the machine is left for 60 seconds, Cancelling job screen is automatically closed, and paused printing job resumes.
Pressing the **Stop** key during scanning originals cancels the scanning operation.

Sending jobs

You cannot temporarily stop a sending job, that is already being executed, even by pressing the **Stop** key.

1 Press the **Stop** key.

A status screen is displayed.

2 To cancel printing, select [Cancel], and then press [Yes] in the confirmation screen.

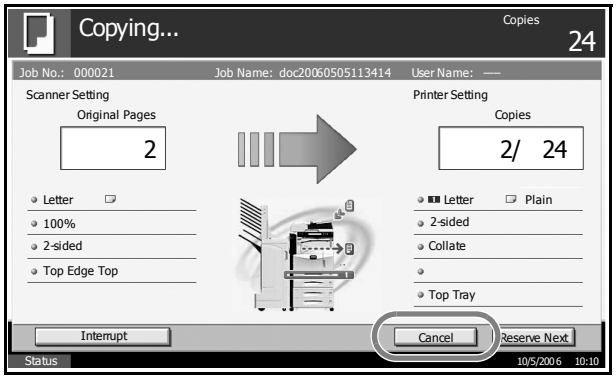
To restart a job, press [Close].

If *Reserve Next Priority Setting* is set to Off

The Copying screen appears in the touch panel during printing.

1 Press the **Stop** key or [Cancel].

The current print job is cancelled.



Checking the Job Status

View the status of the job being executed or waiting.

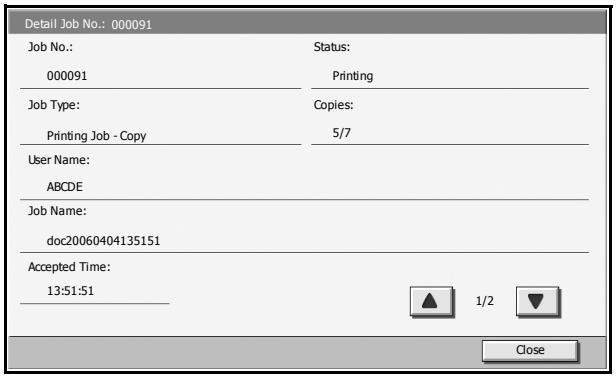
The procedure for checking the job status is explained below.

1 Press the **Status/Job Cancel** key.

2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs], and then press [Status].

3 Select the job you wish to view and press [Detail].

4 Details of the selected job will be displayed.



NOTE: Press [▲] or [▼] to view next details. In the sending job, view the destination by pressing [Detail] of *Destination* or *Status/Destination*.

5 Press [Close] to end viewing.

Viewing the Job Log

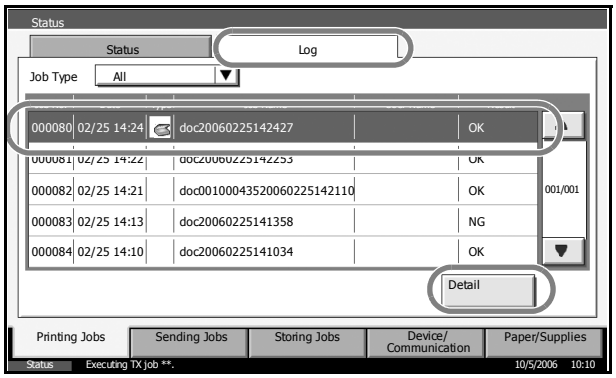
View the jobs that have been finished or canceled.

The procedure for viewing the job log is explained below.

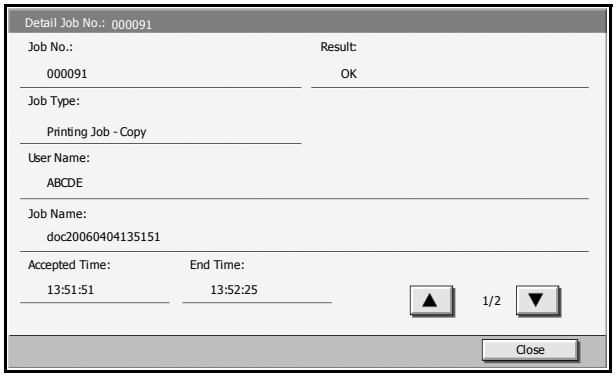
1 Press the **Status/Job Cancel** key.

2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs]. Then press [Log].

3 Select the job you wish to view and press [Detail].



4 Details of the selected job will be displayed.



NOTE: Press [▲] or [▼] to view next details. Press [Detail] of *Destination* or *Status/Destination* in the Sending Jobs to view the destinations.

5 Press [Close] to end viewing.

Print Job Suspension and Interruption (Priority Override)

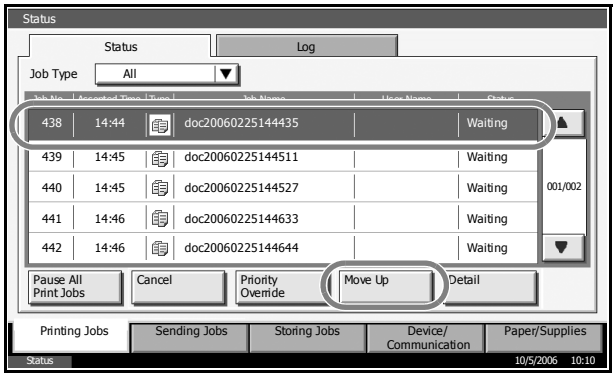
Suspend the current print job temporarily to run a more urgent queued job. This is referred to as *Priority Override*.

NOTE: If the current print job is already specified as Priority Override, the new urgent job will be executed after completion of the current job.

1 Press the **Status/Job Cancel** key.

2 Press [Print Jobs].

3 Select the job you wish to give priority to and press [Priority Override]. The print job currently under way will be suspended to start the priority print job.



4 The suspended print job will resume after completion of the Priority Override job.

Reordering Print Jobs

This function allows you to select a queued print job and raise its priority.

NOTE: You cannot assign a higher priority than the job currently being printed or jobs that have been queued due to an interruption. Nor can you assign a priority higher than a job being processed.
You cannot lower a job's priority.

The procedure for reordering print jobs is explained below.

1 Press the Status/Cancel key.

2 Select the job to be assigned higher priority and press [Move Up].The priority of the selected job is increased by 1.

To further raise the job's priority, press [Move Up] again. Each time you press [Move Up], the priority increases by 1.

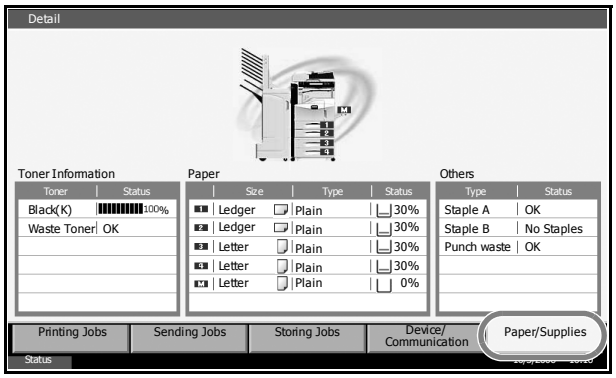
Checking Remaining Toner and Paper

Follow the steps below to check remaining toner and paper on the touch panel.

NOTE: Paper size and media type loaded in each paper source can also be checked.

1 Press the **Status/Job Cancel** key.

2 Press [Paper/ Supplies].



3 Check the remaining toner of *Toner Information* and the remaining paper of each paper source of *Paper*.

NOTE: Remaining toner level is indicated at one of 11 levels between 100% and 0%. The smaller the number, the smaller the amount of remaining toner.

Paper remaining in the Multi Purpose Tray is indicated either as *100%* or *0%*.

Quick Setup Screen

In the initial screen for copying and sending (the screen which appears immediately after the **Copy** or **Send** key is first pressed after power-on), important and generally often used functions are registered from among the versatile functions of this machine. This initial screen is called *Quick Setup* Screen. Registration of functions in the Quick Setup Screen can be adjusted to suit your work environment for better efficiency.

Functions Available for Registration in the Quick Setup Screen

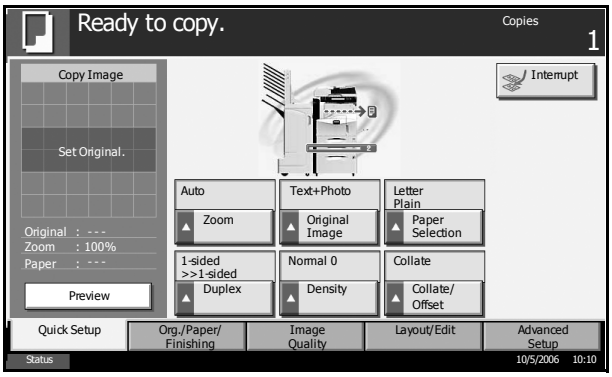
Default registrations and the functions available for registration are as follows.

Function	Default Registration	Functions Available for Registration
Copying	1: Zoom 2: Density 3: Staple/Punch 4: Duplex 5: Original Image 6: Collate/Offset	• Zoom • Density • Staple/Punch • Duplex • Original Image • Collate/Offset • Original Size • Paper Selection • Combine
Sending	1: Zoom 2: Density 3: Scan Resolution 4: 2-sided/Book Original 5: Original Image 6: Color Selection	• Zoom • Density • Scan Resolution • 2-sided/Book Original • Original Image • Color Selection • Original Size • Sending Size • File Format • Original Orientation

Function		Default Registration	Functions Available for Registration
Document Box	Document Storage	1: Zoom 2: Density 3: Scan Resolution 4: 2-sided/Book Original 5: Original Image 6: Color Selection	• Zoom • Density • Scan Resolution • 2-sided/Book Original • Original Image • Color Selection • Original Size • Storing Size • Original Orientation
	Sending From Box	1: File Format 2: Delete after Transmitted	• File Format • Delete after Transmitted
	Printing From Box	1: Paper Selection 2: Delete after Printed 3: Staple/Punch 4: Duplex 5: Collate/Offset	• Paper Selection • Delete after Printed • Staple/Punch • Duplex • Collate/Offset

Changing Registration

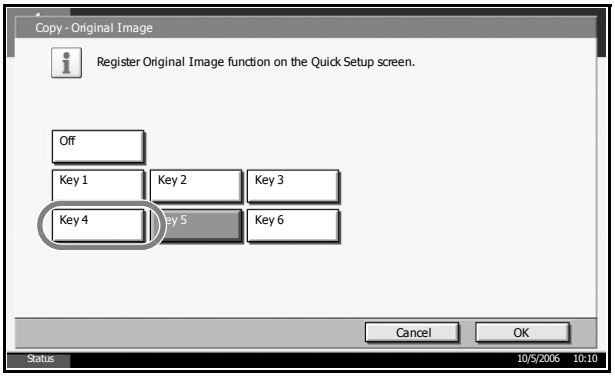
The following procedure is one example for replacing the registration of *Density* with *Original Image* in the *Quick Setup* Screen for copying.



1 Press the **System Menu** key.

2 Press [Copy], [Next] of *Quick Setup Registration*, and then [Change] of *Original Image*.

3 Press [Key 4] here as the key to set replacement location.



4 Press [OK]. The Original Image Quality function will be newly registered.

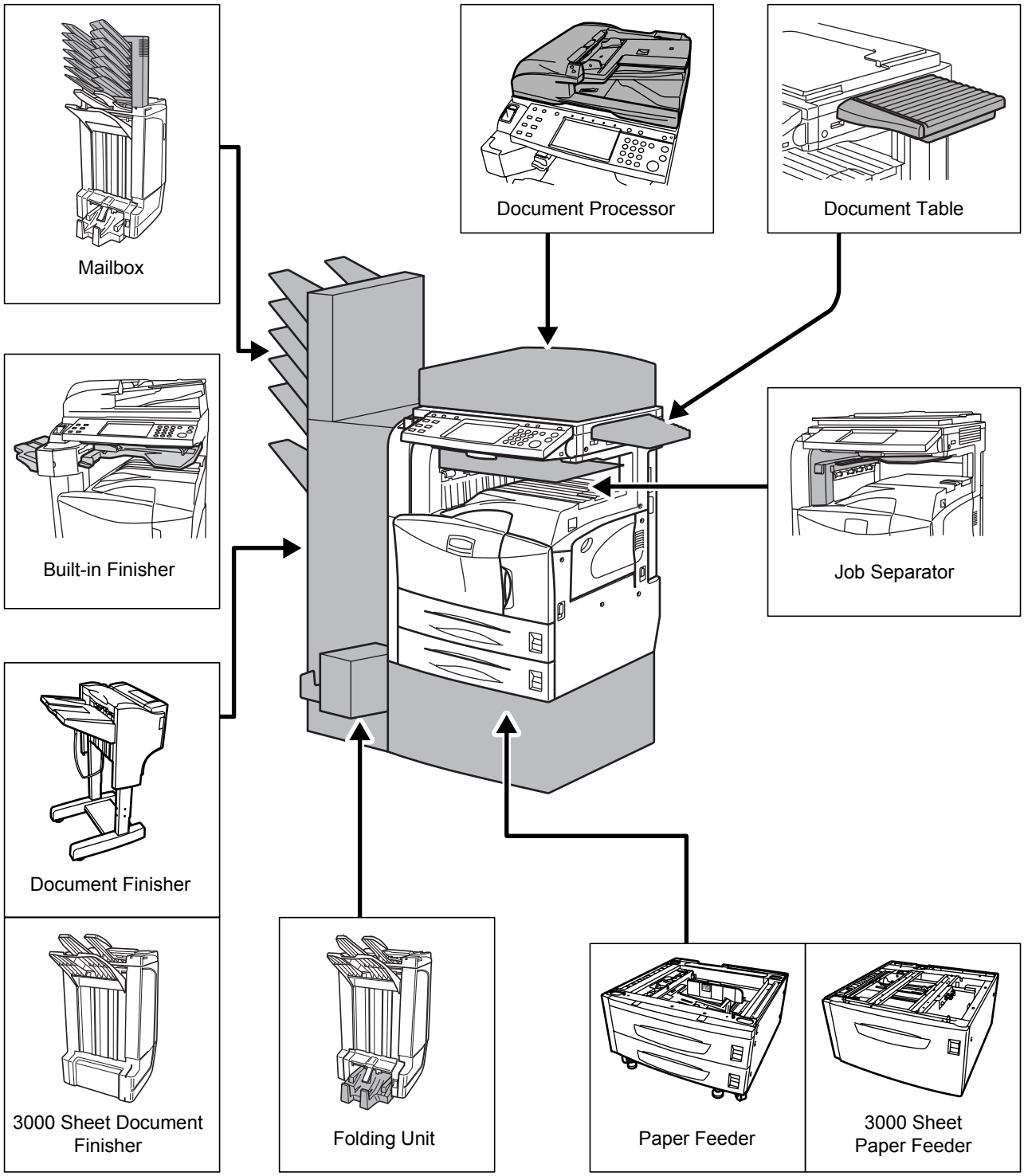
4 Optional Equipment

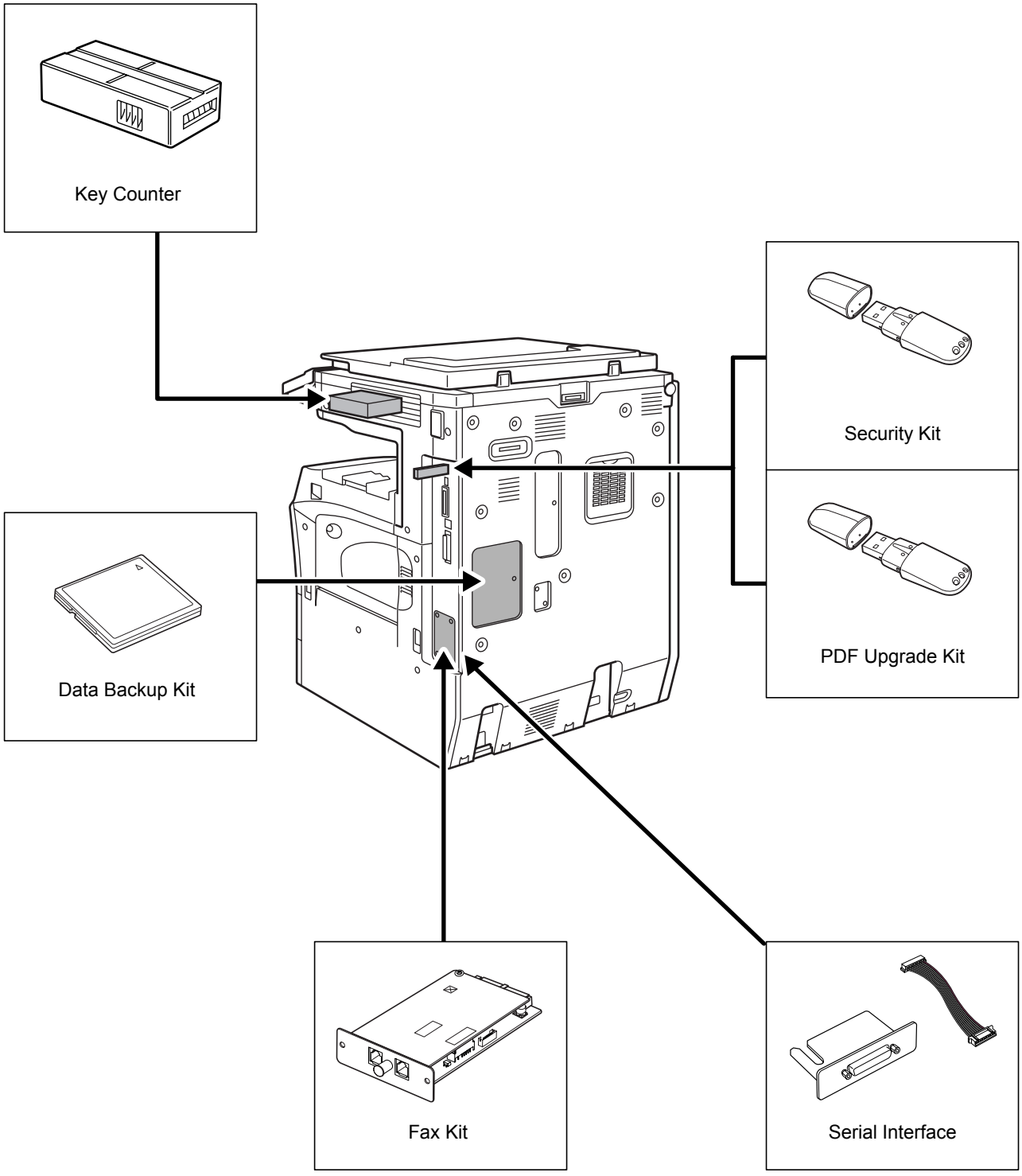
This chapter introduces the optional equipment available for the machine.

- Overview of Optional Equipment..... 4-2
- Document Processor..... 4-4
- Paper Feeder 4-4
- 3000 Sheet Paper Feeder..... 4-5
- Built-in Finisher..... 4-5
- Document Finisher 4-9
- 3000 Sheet Document Finisher..... 4-9
- Job Separator..... 4-10
- Document Table 4-10
- Key Counter 4-11
- FAX Kit 4-11
- Data Backup Kit.....4-11
- Security Kit (USB Key) 4-12
- Serial Interface 4-12
- PDF Upgrade Kit (USB Key) 4-12

Overview of Optional Equipment

The following optional equipment is available for the machine.

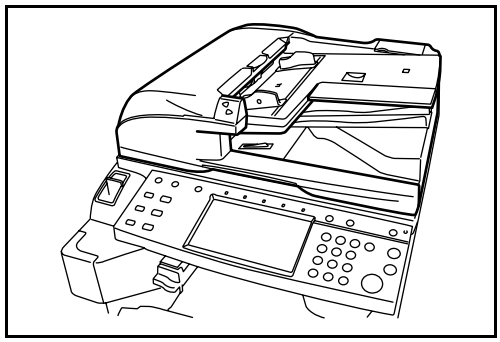



Key Counter
Security Kit
Data Backup Kit
PDF Upgrade Kit
Fax Kit
Serial Interface

Document Processor

Automatically scans originals. Also you can perform duplex copying and split copying.

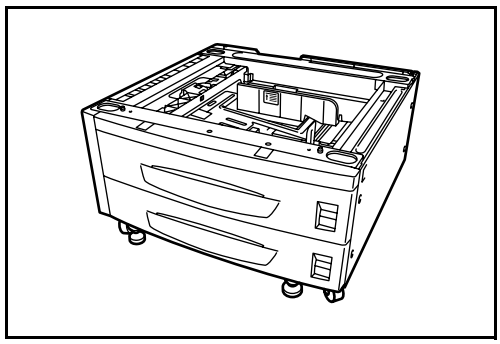
For document processor operation, refer to *Loading Originals in the Document Processor on page 2-48*.



Paper Feeder

Two additional cassettes identical to the printer's double cassettes can be installed in the printer. Paper capacity and loading method are the same as Cassettes 1 and 2. Refer to *Loading Paper in the Cassettes on page 2-35*.

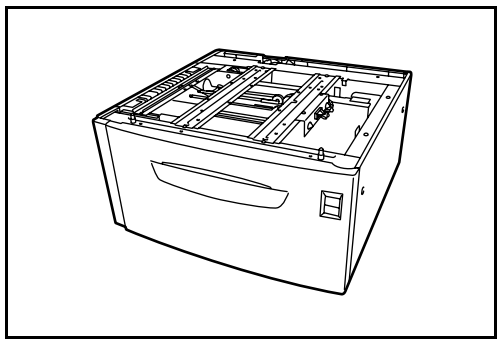
NOTE: Left cover 3 is located on the left side of the paper feeder for use in clearing paper jams.



3000 Sheet Paper Feeder

In addition to the standard cassettes, a 3000 sheet paper feeder holding 3,000 sheets of A4, Letter or B5 paper can be added.

NOTE: Left cover 3 is located on the left side of the 3000 sheet paper feeder for use in clearing paper jams.

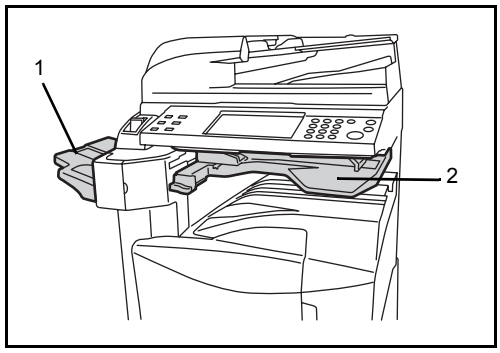


Built-in Finisher

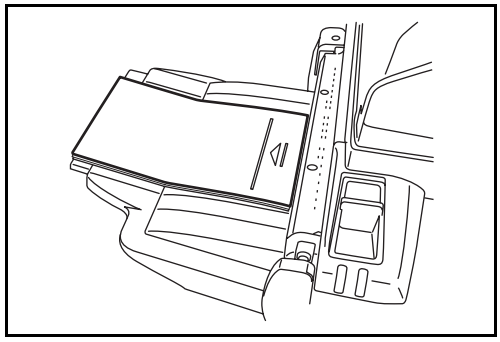
The built-in finisher holds a large quantity of finished prints. The finisher offers a convenient means of sorting. Sorted finished prints may also be stapled.

1 Finisher tray

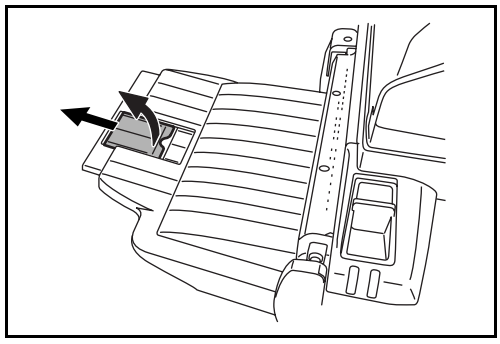
2 Finisher process tray



The finisher tray serves as an output tray of sorted prints.

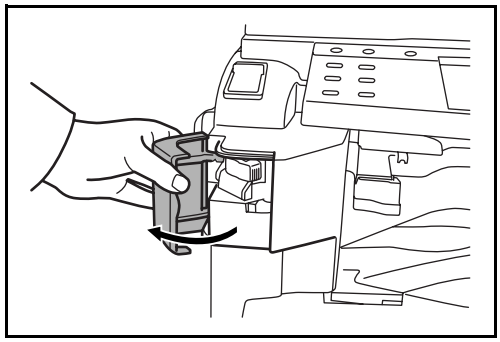


Extend the auxiliary tray to sort Ledger, Legal, 8.5×13.5", Oficio II, Letter, Letter-R, A3, B4, A4, A4-R, B5, Folio, 8K or 16K prints.

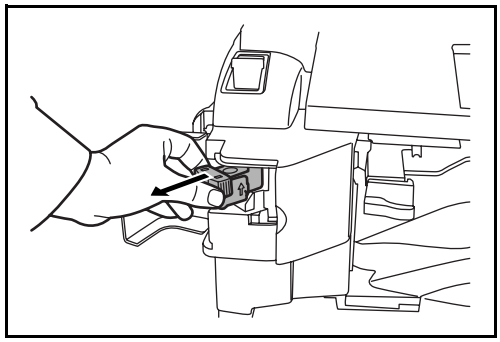


Adding Staples

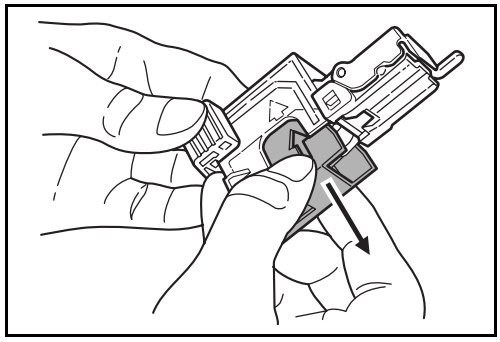
1 Pull to open the stapler front cover.



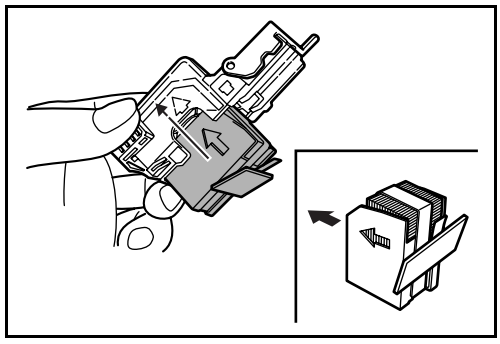
2 Pull out the staple holder.



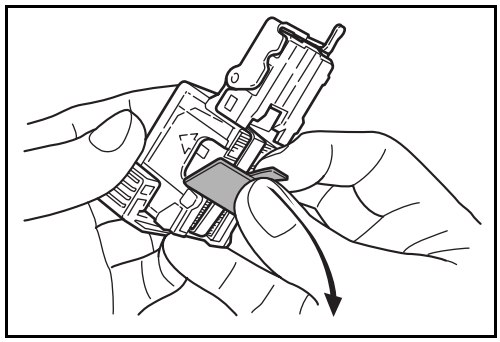
3 Remove the empty staple case from the staple holder.



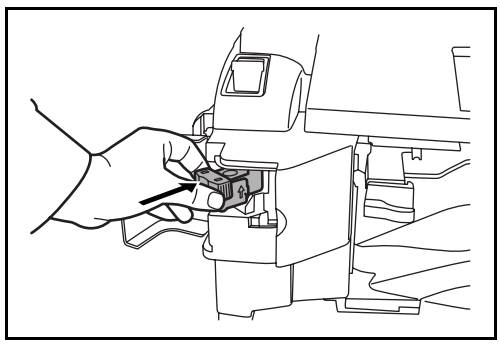
4 Holding the staple holder in your left hand and a new staple case in your right hand, insert the staple case into the staple holder in the direction of the arrow.



5 Insert the staple case fully as far as it will go. Pull to remove the paper tape wound on the staple case.



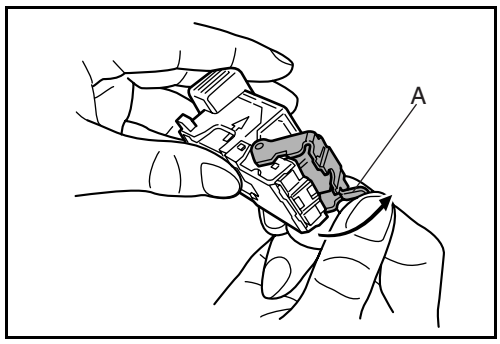
6 Insert the staple holder into the slot of the staple unit again. When fully inserted, the staple holder locks with a clicking sound.



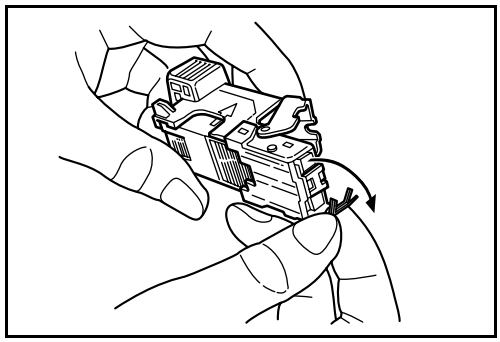
Clearing Staple Jams

1 Pull out the staple holder referring to steps 1 and 2 of *Adding Staples*.

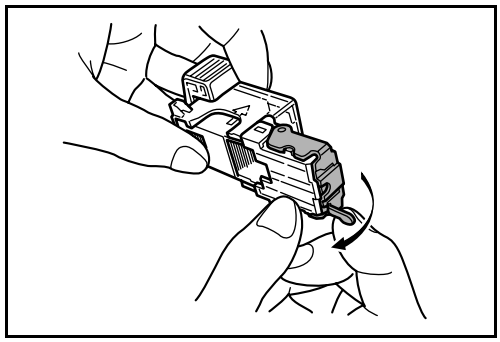
2 Holding the knob A on the face plate of the staple holder, lift the face plate.



3 Clear the staple jammed in the cartridge end (staple-loaded side).



4 Lower the face plate of the staple holder.



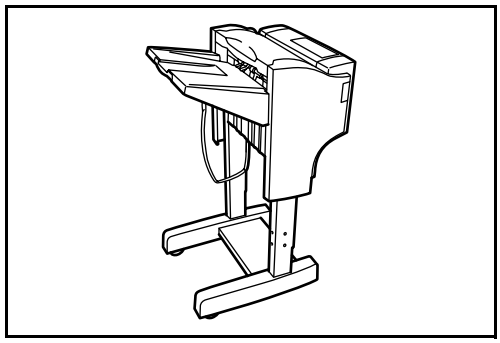
5 Insert the face plate back in place. When fully inserted, the face plate locks with a clicking sound.

6 After lifting the staple unit slightly, lower it and insert it again into its place.

7 Close the stapler front cover.

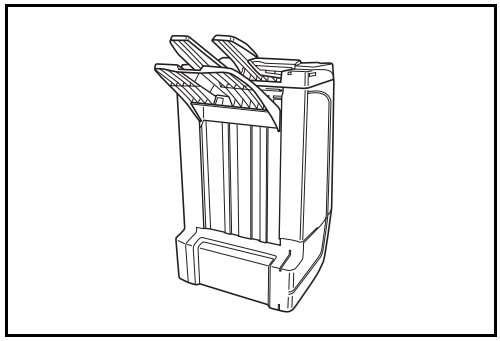
Document Finisher

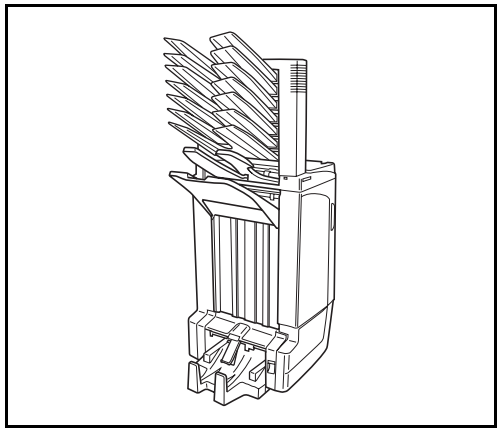
The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. Sorted finished copies may also be stapled. For further details, refer to *the document finisher Operation Guide*.



3000 Sheet Document Finisher

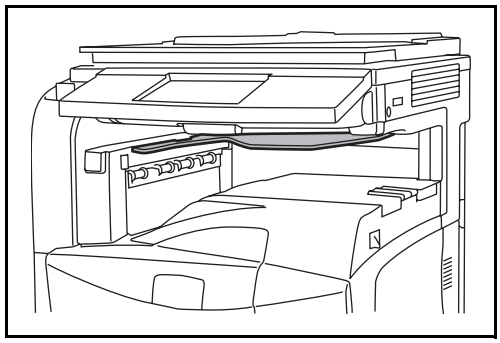
The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. It can also staple finished sets and punch holes if equipped with the appropriate optional accessories. For further details, refer to *the 3000 sheet document finisher Operation Guide*. Other options include the mailbox and folding unit.





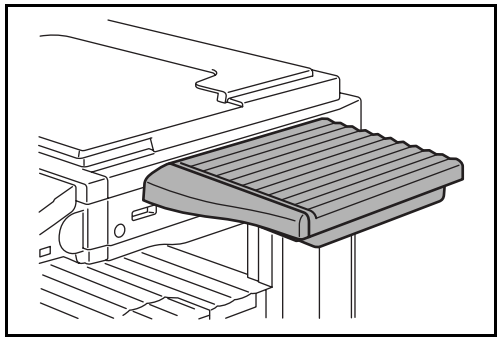
Job Separator

Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.



Document Table

For laying originals or other documents when using the machine. It has a drawer to accommodate clips.



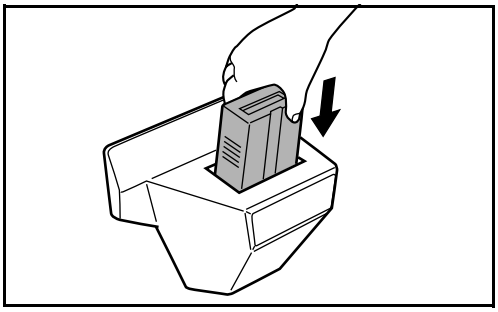
Key Counter

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.

Inserting the Key Counter

Insert the key counter securely into the key counter slot.

NOTE: When the key counter function is activated, copies can only be made when a key counter is inserted. If the key counter is not inserted, *Insert key counter*. will be displayed.



FAX Kit

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. When two FAX kits are installed, the units can be connected to two different telephone lines which will enable quicker message transmission to a number of recipients. If one of the lines is dedicated to receiving, the busy line time can be reduced. For further details, refer to *Fax Kit Operation Guide*.

Data Backup Kit

A microchip card for storing fax reception data and job accounting data. Installation and removal of the card is performed by our service representative.

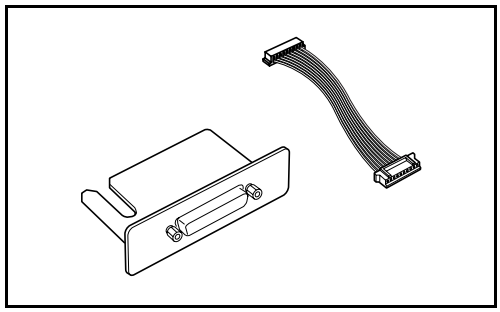
Refer to *Fax Kit Operation Guide*. for the fax reception data to be stored for backup.

Security Kit (USB Key)

The security kit overwrites all unnecessary data in the storage area of the hard disk so that it cannot be retrieved. The security kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

Serial Interface

Install for connecting to PCs with serial port interfaces. Supports the RS-232C serial interface.



PDF Upgrade Kit (USB Key)

When saving scanned originals as PDF files, enables the creation of high compression PDF files and PDF encryption.

Use PDF file encryption to customize password-based privilege access.

5 Maintenance

This chapter describes cleaning and toner replacement.

- Cleaning 5-2
- Toner Container and Waste Toner Box Replacement .. 5-7

Cleaning

Clean the machine regularly to ensure optimum output quality.

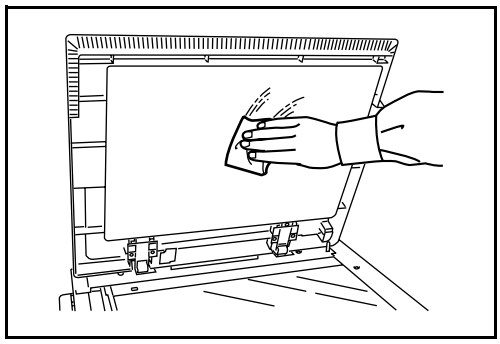
CAUTION: For safety, always unplug the power cord before cleaning the machine.

Original Cover / Document Processor / Glass Platen

Wipe the backside of the original cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

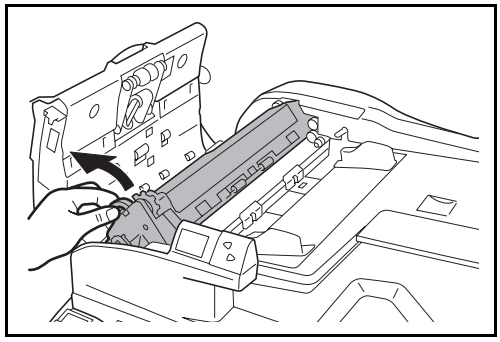
IMPORTANT: Do not use thinner or other organic solvents.

Original Cover

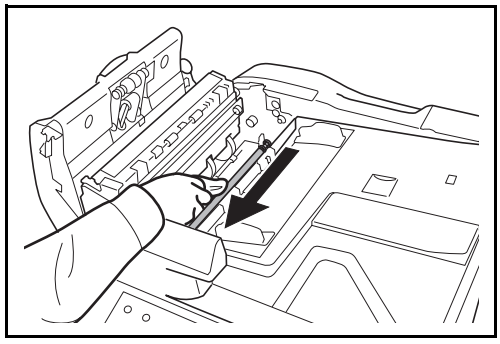


Document Processor

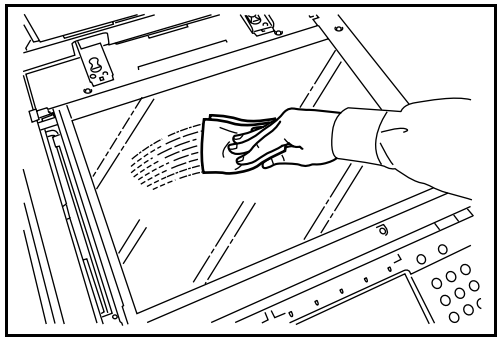
1 Open the top cover of the document processor. Holding the green grip near you, lift the reverse unit out.



2 Clean the white roller at the inside of the bottom.

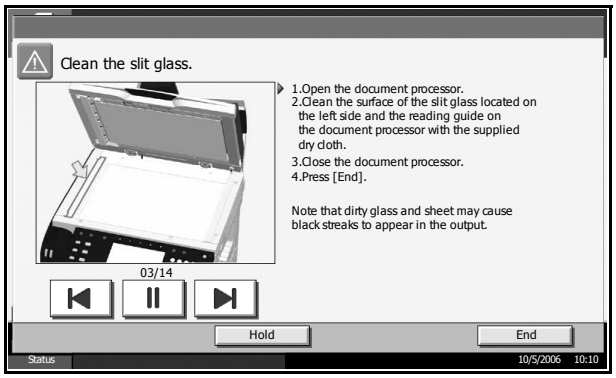


Glass Platen



Slit Glass

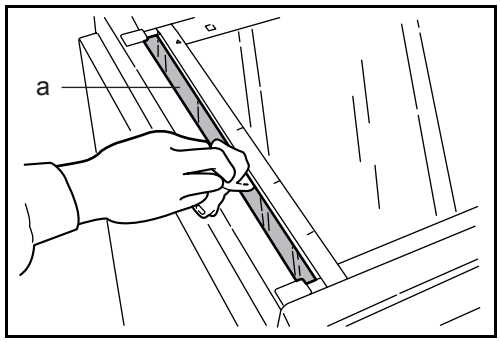
If black streaks or dirt appears in copies when using the optional document processor, clean the slit glass with the supplied cleaning cloth. The message *Clean the slit glass.* may be displayed if the slit glass requires cleaning.


Clean the slit glass.
1.Open the document processor.
2.Clean the surface of the slit glass located on the left side and the reading guide on the document processor with the supplied dry cloth.
3.Close the document processor.
4.Press [End].
Note that dirty glass and sheet may cause black streaks to appear in the output.
03/14
Hold
End
Status
10/5/2006 10:10

IMPORTANT: Lightly wipe the slit glass with a dry cloth. To remove adhesive material or ink, apply alcohol to a cloth and wipe lightly. Do not use water, thinner, or organic solvents.

1 Remove the cloth from the cleaning cloth compartment.

2 Open the document processor and wipe the slit glass (a).

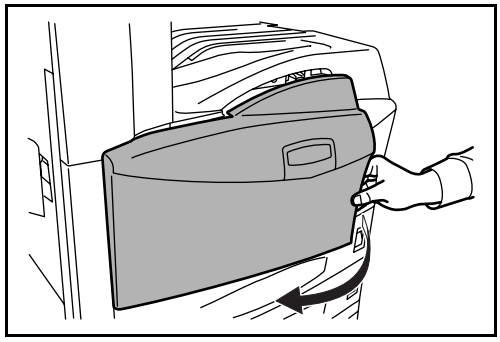


3 Press [End].

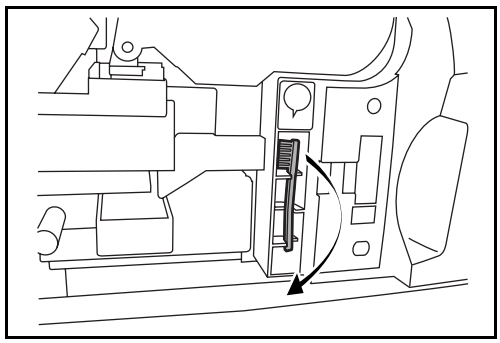
Separator

Clean the separator regularly (at least monthly) to ensure optimum output quality.

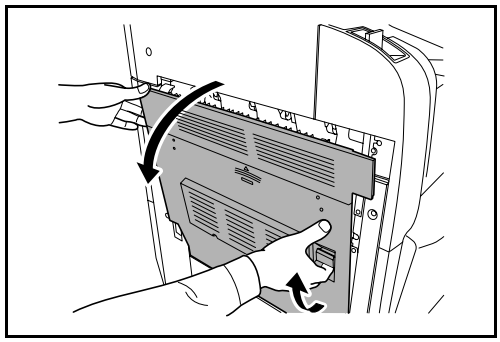
1 Open the front cover.



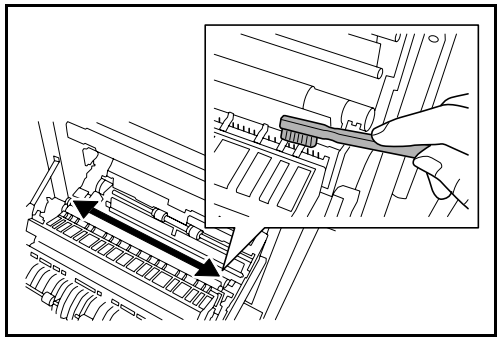
2 Remove cleaning brush (blue colored).



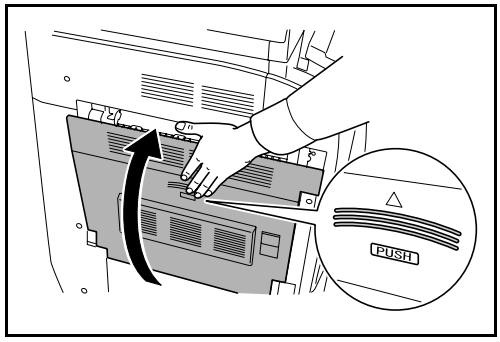
3 Pull up and open left cover 1.



4 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.

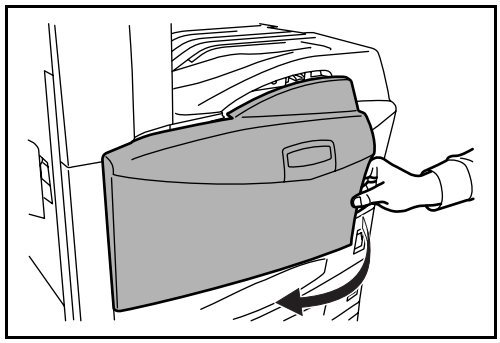


5 Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.

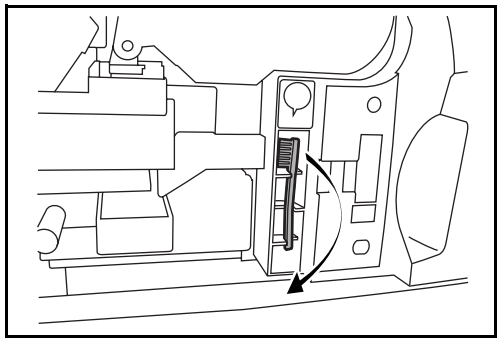


Transfer Roller

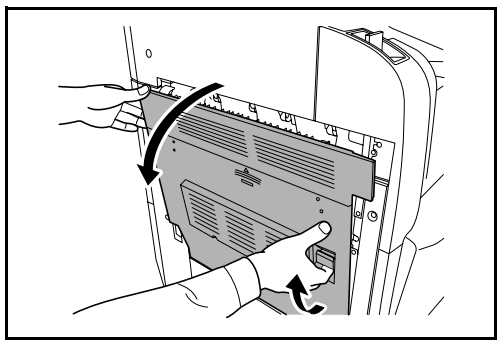
1 Open the front cover.



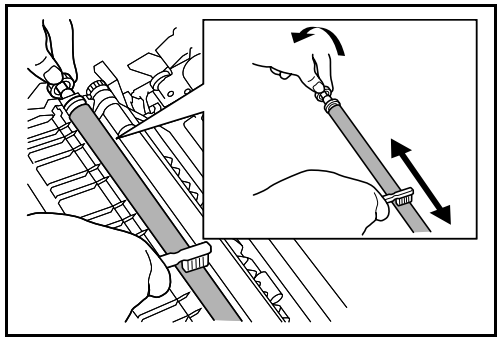
2 Remove the cleaning brush (blue colored).



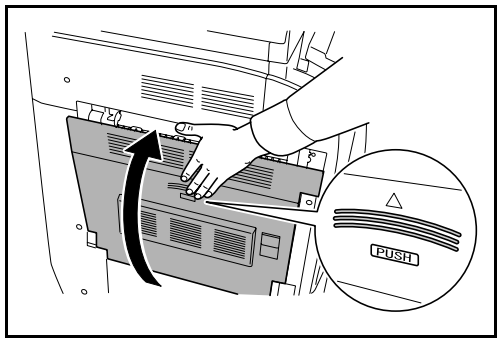
3 Pull up and open left cover 1.



4 As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



5 Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.



Toner Container and Waste Toner Box Replacement

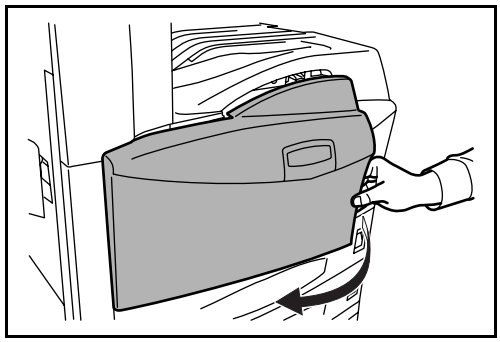
When the touch panel displays *Add toner*, replace the toner without delay even if several more copies are still possible. When replacing the toner container, replace the waste toner box as well.

Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

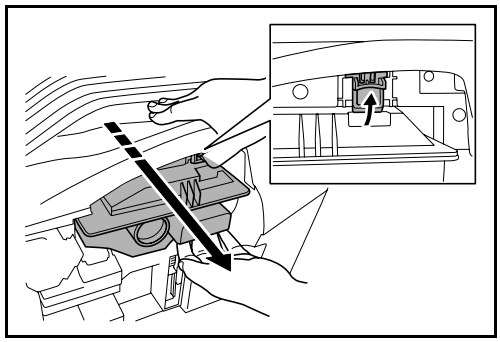
CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

CAUTION: Do not attempt to force open or destroy the toner container or the waste toner box.

1 Open the front cover.



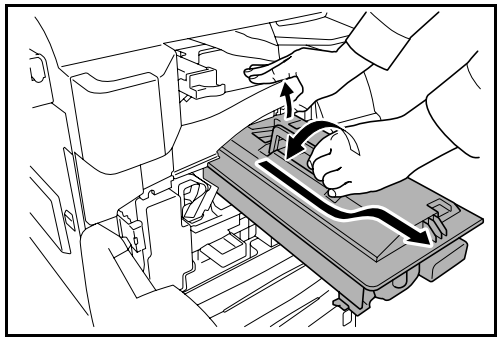
2 Push up the toner container stopper and slowly pull out the used toner container until its handle is visible.



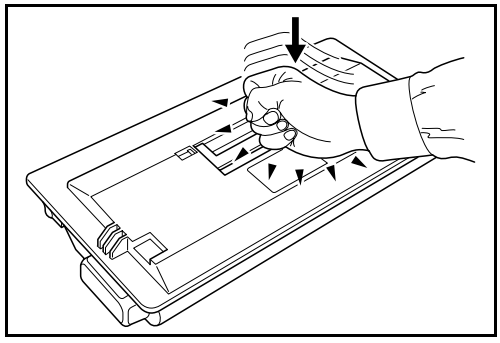
WARNING: High voltage parts inside. Handle with care because there is a danger of electric shock.

IMPORTANT: Do not pull the toner container all the way out without holding the handle, otherwise it will drop.

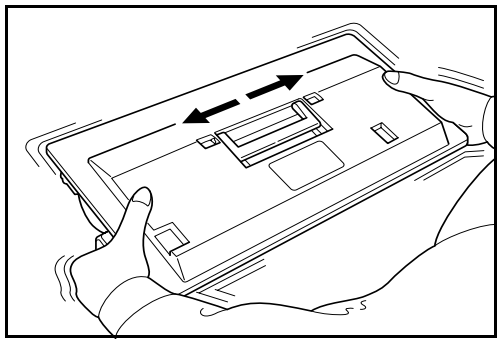
3 Keep the stopper up, hold the toner container handle and take out slowly.



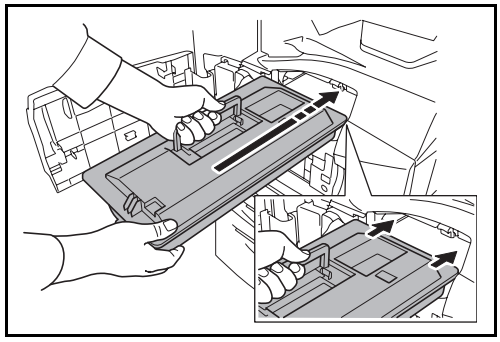
4 Unwrap a new toner container and tap its top 5-6 times.



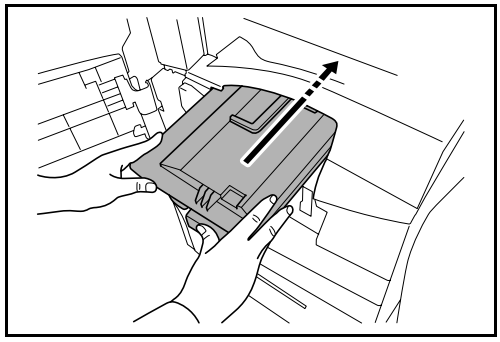
5 Shake the toner container at least 10 times horizontally to distribute the toner evenly.



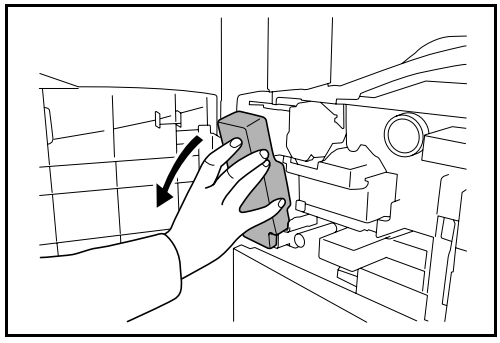
6 Insert the toner container slowly while holding its handle.



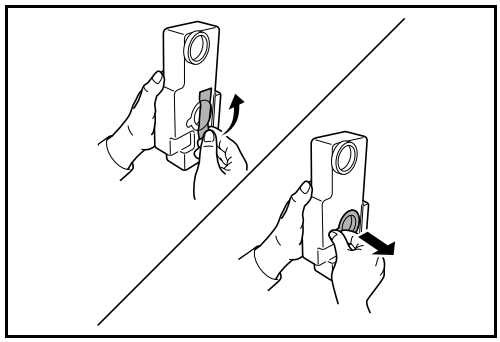
7 Using both hands, push in the toner container until it is locked.



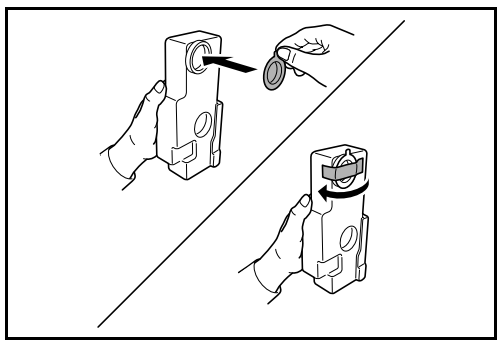
8 Remove the waste toner box.



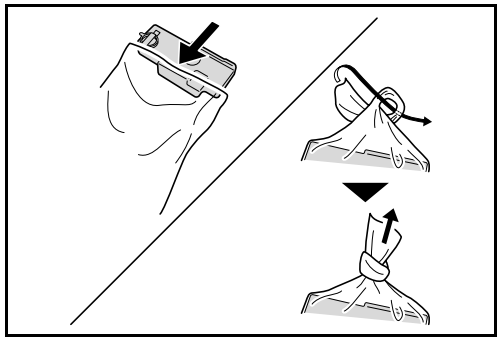
9 Peel the sticker off the waste toner box and remove the cap.



10 Put the cap on the opening in the waste toner box and attach the sticker to the cap.



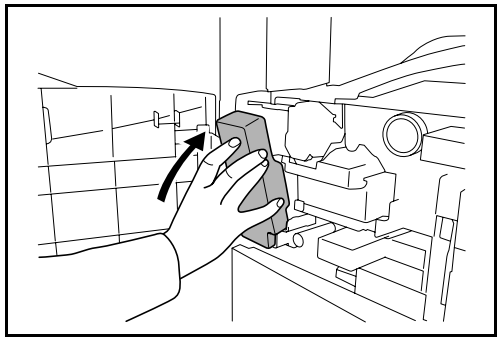
11 Put the waste toner box in the supplied plastic bag for disposal and securely tie the mouth of the bag.



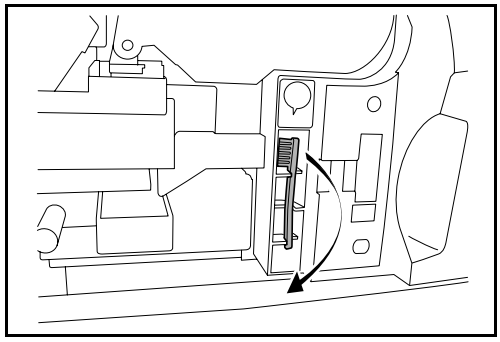
CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

CAUTION: Do not attempt to force open or destroy the toner container or the waste toner box.

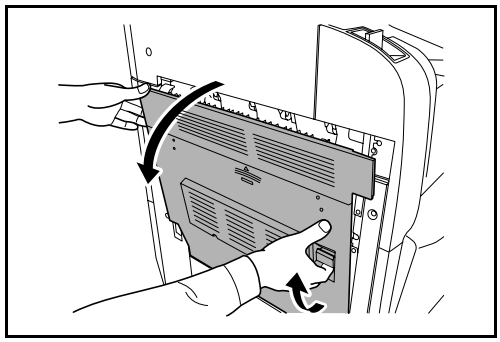
12 Install a new waste toner box.



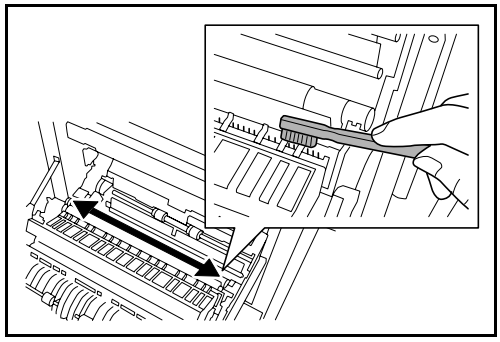
13 Remove the cleaning brush (blue colored).



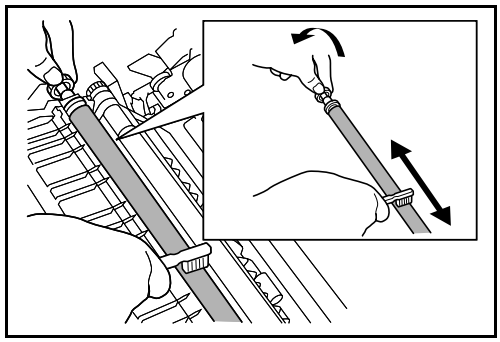
14 Pull up and open left cover 1.



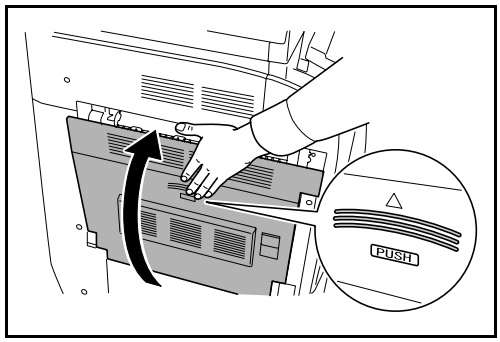
15 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.



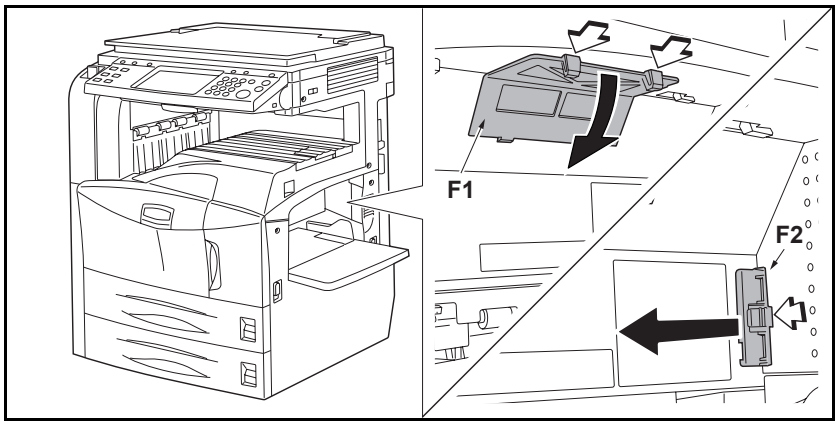
16 As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



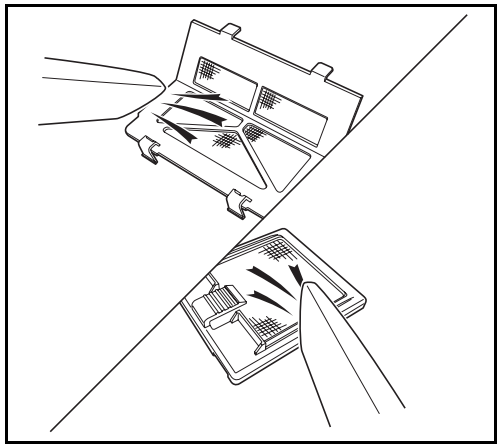
17 Put away the cleaning brush after the cleaning. Close the front cover and left cover 1 by pressing specified part.



18 Open the Multi Purpose Tray and remove the filters F1 and F2.



19 Remove dust from the filters using a vacuum cleaner or dry cloth.



IMPORTANT: Do not wash the filters with water. Do not use the attached cleaning brush.

20 Put the filters back in place and close the Multi Purpose Tray.

NOTE: Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

6 Troubleshooting

This chapter explains how to solve problems with the machine.

- Solving Malfunctions 6-2
- Responding to Error Messages..... 6-5
- Clearing Paper Jams..... 6-12

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
The operation panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
Pressing the Start key does not produce copies.	Is there a message on the touch panel?	Determine appropriate response to the message and respond accordingly.	*6-5*
Blank sheets are ejected.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	*2-46*
		When placing originals in the optional document processor, place them face-up.	*2-48*
Printouts are too light.	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	*3-10*
		When changing the default density level, adjust the density manually and choose the desired level.	—
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about 10 times.	*5-7*
	Is there a message indicating the addition of toner?	Replace the toner container.	*5-7*
	Is the paper damp?	Replace the paper with new paper.	*2-46*
Printouts are too dark.	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	*3-10*
		When changing the default density level, adjust the density manually and choose the desired level.	—
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*3-10*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are dirty.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	*5-2*
	Is the transfer roller dirty?	Brush the transfer roller clean.	*5-5*
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*2-48*
		When placing originals in the optional document processor, align the original width guides securely before placing the originals.	*2-48*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*2-49*
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*2-35*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*2-35*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*2-35*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*6-12*
Printouts from the document processor have black lines.	Is the slit glass dirty?	Clean the slit glass.	*5-3*
Printouts are wrinkled.	Is the paper separator of the paper feed unit dirty?	Clean the paper separator.	*5-4*
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	*3-2*
	Is the printer cable connected?	Connect the correct printer cable securely.	*2-3*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-3*
	Is *Press Status Key*... displayed at the top of the screen?	Press the Status/Job Cancel key, [Printing jobs], and then [Resume All Print Jobs] to restart printing.	—
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printer driver and application software settings are set properly.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
While the operation panel was being used, the keys locked up and do not respond when pressed.	Is the operation panel locked?	Check the panel lock setting in COMMAND CENTER and change the setting if necessary.	COMMAND CENTER Operation Guide
Cannot display a preview.	Have you selected high compression PDF for the file format?	Select a file format other than high compression PDF.	—
Cannot print with USB memory.	Was the USB memory formatted with a machine other than this machine?	Format the USB memory with this machine.	*3-54*
When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.	Have you selected 200×100dpi Normal or 200×400dpi Super Fine for the scan resolution?	Select a scan resolution other than 200×100dpi Normal or 200×400dpi Super Fine when sending an image.	—

Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Acceptable staple count exceeded.	Is the acceptable staple count exceeded? For details, refer to *Specifications on page Appendix*-9,10,11.	Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	—
Add paper in cassette #.	Is the indicated cassette out of paper?	Load paper.	*2-34*
Add paper in Multi Purpose tray.	Is the paper of the selected size loaded in the Multi Purpose Tray?	Load the paper in the Multi Purpose Tray which is of the size and type indicated on the touch panel.	*2-37*
Add staples.	Has any of the built-in finisher, center binding finisher, document finisher or 3,000-sheet capacity document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the touch panel. Leave the machine on and follow the instruction to replace the staple case. Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	*4-6*
Add toner.	–	Replace the toner container.	*5-7*
An error has occurred.	–	Internal error has occurred. Turn the main power switch off and on. If error occurs repeatedly, make a note of the error code displayed on the touch panel, and contact your Service Representative.	—
Box limit exceeded.	–	Document box is full, and no further storage is available; the job is canceled. Press [End].	—
	–	Repeat Copy box is full, and no further repeat copy is available. Press [Continue] to print without using Repeat Copy. Press [Cancel] to cancel the job.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot connect to Authentication Server.	–	Press [End] and check the following items: • Registration to Authentication Serve • Password and computer address for Authentication Server • Connection of Network	—
Cannot duplex print this paper type.	Did you select a paper size/ media type that cannot be duplex printed?	Select the available paper size/media type. Press [Continue] to print without duplex printing.	*3-14*
Cannot execute this job.	–	This job is canceled because it is restricted by Job Accounting. Press [End].	—
Cannot offset this paper type.	Did you select a paper size (A3, B4, A5-R, B6-R, Folio, Ledger, Statement and 8K) that cannot be offset?	Select the available paper size. Press [Continue] to print without using Offset.	*3-17*
Cannot punch this paper type.	Did you select a paper size/ type that cannot be punched?	Select the available paper size/type. Press [Continue] to print without using Punch.	—
Cannot staple this paper type.	Did you select a paper size/ type that cannot be stapled?	Select the available paper size/type. Press [Continue] to print without using Staple.	—
Check the cover.	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
Check the document processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the top cover of the document processor.	*6-24*
Check the finisher.	Is the built-in finisher or the document finisher set correctly?	Set the built-in finisher or the document finisher correctly. For details, refer to *the respective Operation Guides*.	—
	Is the built-in finisher tray set correctly?	Set the built-in finisher tray correctly.	—
Clean the slit glass.	–	Clean the slit glass using the attached cleaning cloth.	*5-3*

Error Message	Checkpoints	Corrective Actions	Reference Page
Empty the punch waste box.	–	The punch waste box of the document finisher or 3,000-sheet capacity document finisher is full. Follow the instruction on the touch panel to empty the punch waste box.	—
Failed to specify Job Accounting.	–	The job is canceled. Press [End].	—
Failed to store job retention data.	–	The job is canceled. Press [End].	—
FAX box limit exceeded.	–	FAX box is full, and no further storage is available. The job is canceled. Press [End].	—
Finisher tray is full of paper.	Is the acceptable storage capacity exceeded for the document finisher tray?	Remove paper from the document finisher tray. If printing can be restarted, the touch panel display will prompt you to press [Continue]. Then press [Continue].	—
Folding tray is full of paper.	Is the acceptable storage capacity exceeded for the folding tray of the 3,000-sheet capacity document finisher?	Remove paper from the folding tray.	—
Hard Disk error. **Job is canceled.** **Press [End].** **##**	–	An error has occurred on the hard disk. The possible error codes and their descriptions are as follows. 01: Initialization error. Initialize the hard disk. 04: Insufficient space on the hard disk to complete this operation. Move or delete data stored on the hard disk to increase available space.	—
Incorrect Login User Name or Password.	–	Enter correct login user name or password.	—
Job Accounting restriction exceeded.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press [End].	—
Job Separator is full of paper.	Is the maximum capacity of the job separator exceeded?	Take some paper out of the job separator. Printing then resumes.	—
KPDL Error.	–	PostScript error has occurred. The job is canceled. Press [End].	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Mailbox tray is full of paper.	–	Remove paper from the mailbox tray.	—
Memory card error.	–	Memory card was removed while being accessed. Insert the memory card.	—
		An invalid memory card is inserted. Insert the correct memory card.	—
Memory card error. Job is canceled. Press [End]. ##	_	An error has occurred on the memory card. The possible error codes and their descriptions are as follows. 01: Format error. Format the memory card again. 04: Insufficient space on the memory card to complete this operation. Move or delete data stored on the memory card to increase available space.	—
Memory is full.	–	Unable to continue the job as the memory is used up. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—
Paper jam.	–	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed paper.	*6-12*
Print overrun.	–	Warning. Low printer memory. The job is paused. Press [Continue] to resume the job.	—
Removable memory error.	–	This job is canceled. Press [End].	—
Removable Memory is removed.	–	Press [End].	—
Replace all originals and press [Continue].	–	Remove originals from the document processor, put them back in their original order, and place them again. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	*2-48*
Replace the waste toner box.	–	The waste toner box is full. Replace the waste toner box.	*5-7*

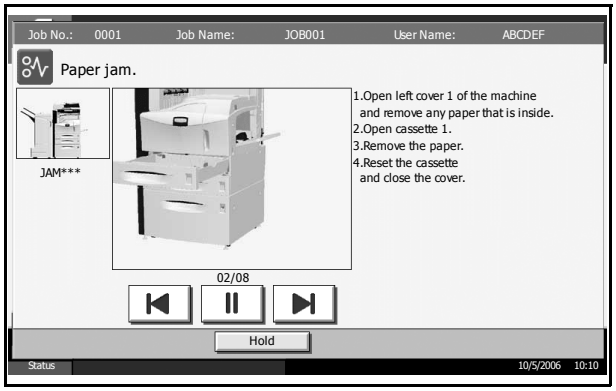
Error Message	Checkpoints	Corrective Actions	Reference Page
Reset all originals in Document Processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Scanner memory is full.	–	Scanning cannot be performed due to insufficient memory of scanner. The job is canceled. Press [End].	—
	Is the acceptable scanning count exceeded?	Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel printing, sending or storing.	—
Send error. Job is canceled. Press [End]. ####	–	An error has occurred during transmission. The possible error codes and their descriptions are as follows. 1101: The server name of the SMTP server is not set correctly or the host name is incorrect when sending scan data to an FTP server. Use COMMAND CENTER and register the SMTP server name and the host name correctly. 1102: The login user name is incorrect or the domain name has not been entered. Enter login user name, domain name and password correctly. 1103: The network path name is incorrect or you do not have access to the folder specified. Use COMMAND CENTER and register the path name correctly. 1104: No recipient address. Enter E-mail address correctly. 1105: E-mail - The SMTP protocol setting is turned off. Use COMMAND CENTER and turn on the SMTP protocol setting. Scan to PC (SMB) - SMB setting is turned off. Use COMMAND CENTER and turn on the SMB setting. Scan to PC (FTP) - FTP setting is turned off. Use COMMAND CENTER and turn on the FTP setting. 1106: The sender address setting under E-mail: SMTP is not registered. Use COMMAND CENTER and register the sender address.	*2-15* — *3-24* *3-25* *2-15* *2-15*

Error Message	Checkpoints	Corrective Actions	Reference Page
Send error. Job is canceled. Press [End]. ####	–	2101, 2102, 2103, 2201, 2202, 2203, 3101: The network cable is disconnected or the hub that it is connected to is not operating properly. Check the cable and the hub. Otherwise, the server name or the host name of the SMTP server is not set correctly. Use COMMAND CENTER and register the SMTP server name and the host name correctly. 2204: The E-mail size exceeds the acceptable send data capacity. Decrease the size or resolution of the scanned data to be transmitted and resend the E-mail. 5101, 5102, 5103, 5104, 7102, 720f: Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.(Refer to the corrective action for the error message " An error has occurred.") 9181: The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	*2-15* — —

Error Message	Checkpoints	Corrective Actions	Reference Page
Staple error.	–	If a staple error occurs, the machine will stop and the corrective action will be indicated on the touch panel. Leave the machine on and follow the instruction to take an appropriate action.	—
Staple jam.	–	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed staple.	*4-8*
The ID is not registered.	–	The Account ID does not match. Check the registered Account ID.	—
The memory card is not formatted.	Is the memory card formatted?	Format the memory card.	—
The phone receiver is off the hook.	–	Put down the receiver.	—
The removable memory is not formatted.	Is the removable memory formatted by this machine?	Use the removable memory formatted by this machine.	—
The source file is not found.	–	The specified file is not found. The job is canceled. Press [End].	—
Top tray of the machine is full of paper.	–	Remove paper from the top tray, and press [Continue] to resume the job.	—
Tray # is full of paper.	Is the acceptable storage capacity exceeded for any of the trays A to C of the 3,000-sheet capacity document finisher?	Remove paper from the tray # indicated on the touch panel. If the tray B or C is full of paper, press [Continue] to resume printing.	—
Warning low memory.	–	Further scanning cannot be performed due to insufficient memory. Press [Continue] to print the scanned pages. Press [Cancel] to cancel the printing job.	—

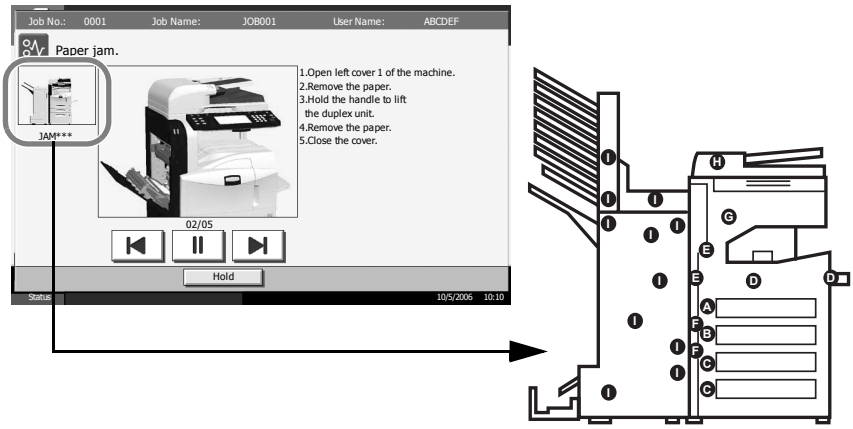
Clearing Paper Jams

If a paper jam occurs, the touch panel will display *Paper misfeed* and the machine will stop. Refer to these procedures to remove the jammed paper.



Jam Location Indicators

If a paper jam occurs, the location of the jam will be displayed as the following figure with a letter corresponding to the affected component in the machine. Clearing instructions will also be displayed.



Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	*6-13*
B	Cassette 2	*6-15*
C	Cassette 3 or 4 (Option)	*6-16*
D	Multi Purpose Tray	*6-17*
E	Inside the left cover 1, 2 or 3	*6-17*
F	Duplex unit	*6-18*
G	Built-in finisher (Option)	*6-23*

Paper Jam Location Indicator	Paper Jam Location	Reference Page
H	Document processor (Option)	*6-24*
I	Document finisher (Option)	*6-26*

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page which jam has occurred.

Precautions with Paper Jams

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
- Discard paper that has jammed in the optional document finisher or 3,000-sheet capacity document finisher. A page affected by a paper jam will be printed again.

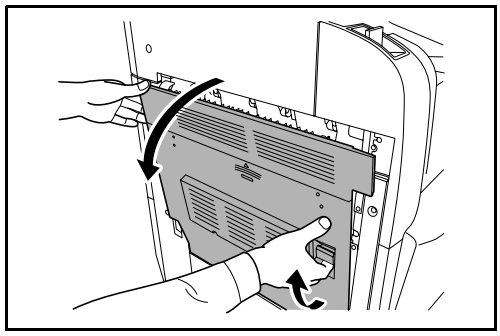
WARNING: High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

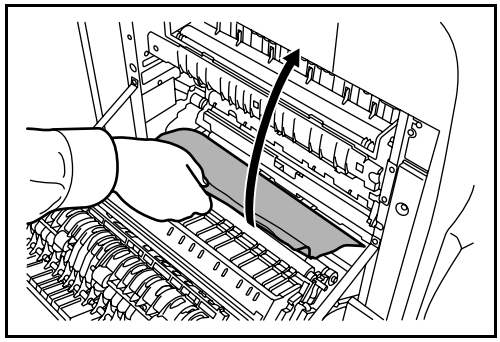
Cassette 1

Follow the steps below to clear paper jams in cassette 1.

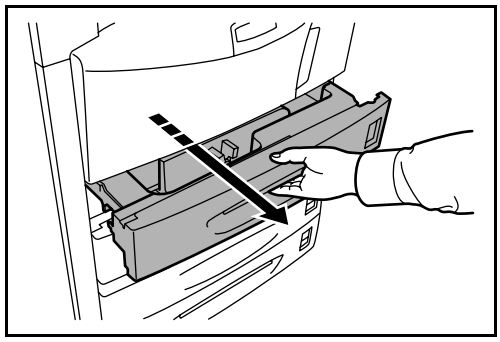
1 Pull up and open left cover 1.



2 Remove the jammed paper.

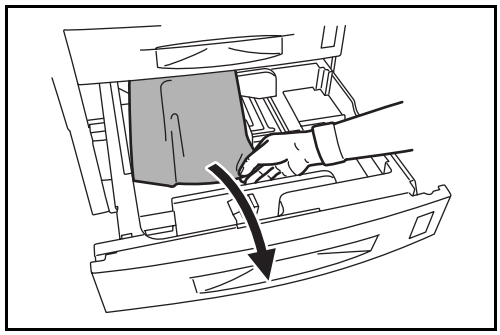


3 Pull out cassette 1.



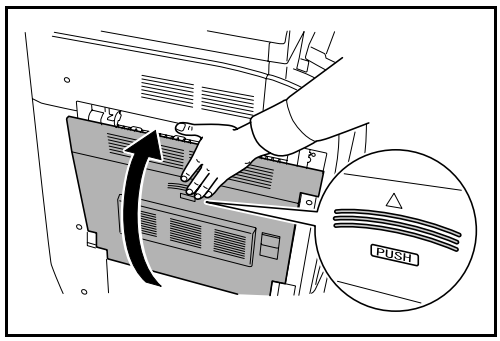
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



5 Push cassette 1 back in place securely.

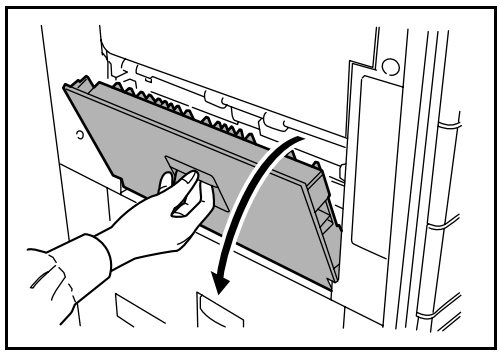
6 Press the specified position to close left cover 1.



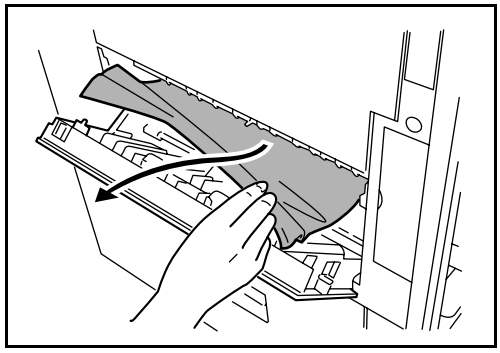
Cassette 2

Follow the steps below to clear paper jams in cassette 2.

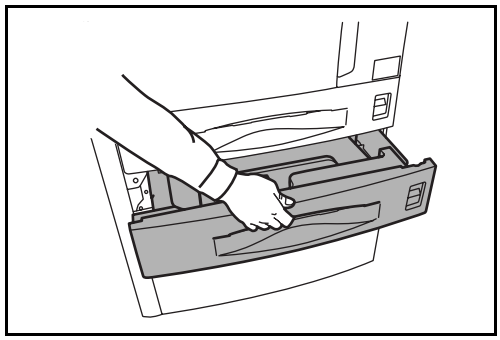
1 Open left cover 2.



2 Remove the jammed paper.

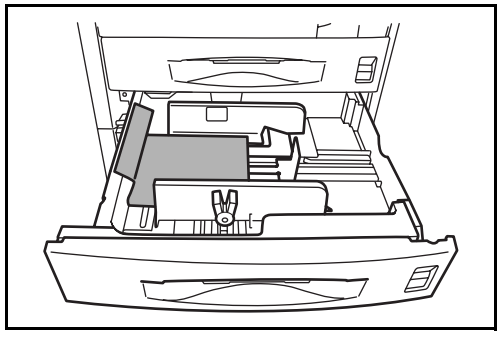


3 Pull out cassette 2.



4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



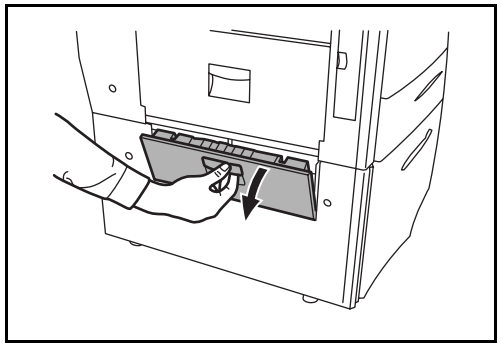
5 Push cassette 2 back in place securely.

6 Close left cover 2.

Optional Cassettes 3 and 4

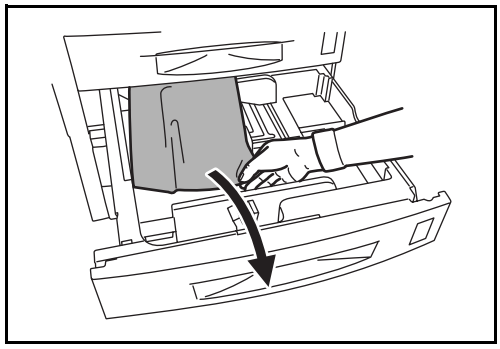
Follow the steps below to clear paper jams in cassettes 3 or 4 when using the optional paper feeder or 3,000-sheet capacity paper feeder.

1 Open left cover 3.

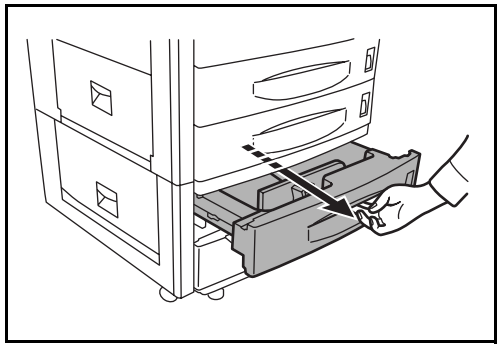


2 Remove the jammed paper.

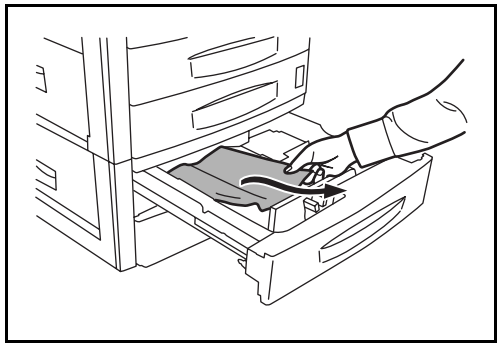
If the paper tears, remove every loose scrap from inside the machine.



3 Pull out the cassette in use.



4 Remove the jammed paper.



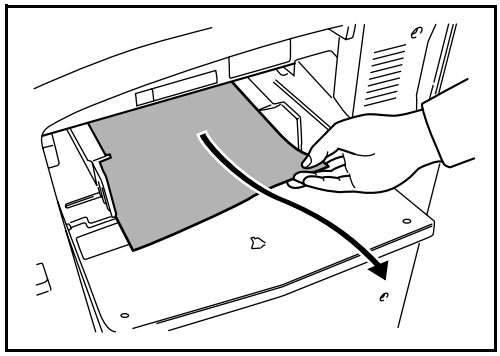
5 Push the cassette back in place securely.

6 Close left cover 3.

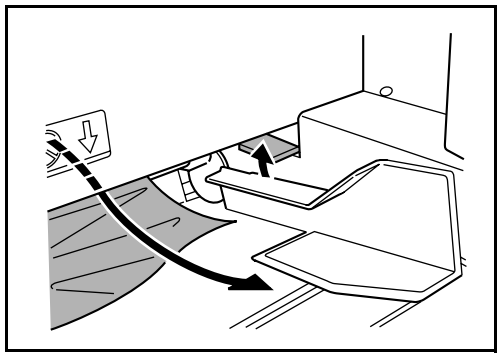
Multi Purpose Tray

Follow the steps below to clear paper jams in the Multi Purpose Tray.

1 Remove all papers from the Multi Purpose Tray.



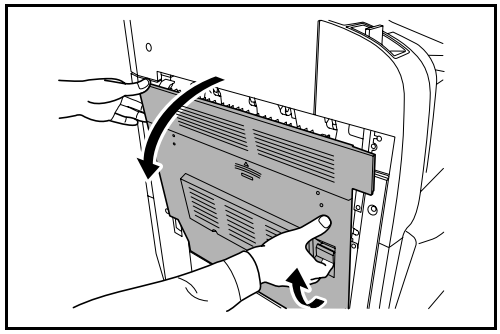
2 If paper is jammed inside, lift the lever to remove the paper.



Inside the Left Covers 1, 2 and 3

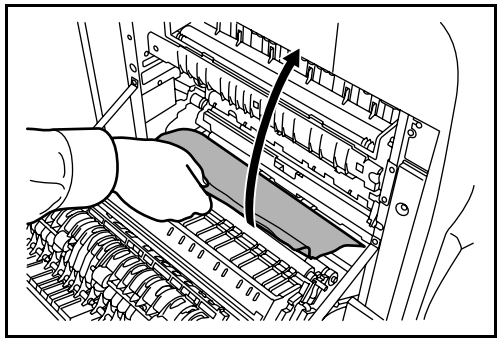
Follow the steps below to clear paper jams inside left cover 1, 2 or 3 when using the optional paper feeder or 3,000-sheet capacity paper feeder.

1 Open the left cover where the paper is jammed inside.



2 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

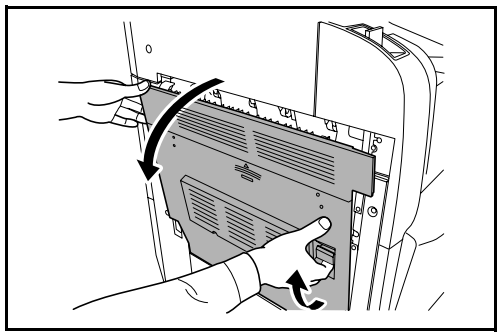


3 Close the left cover.

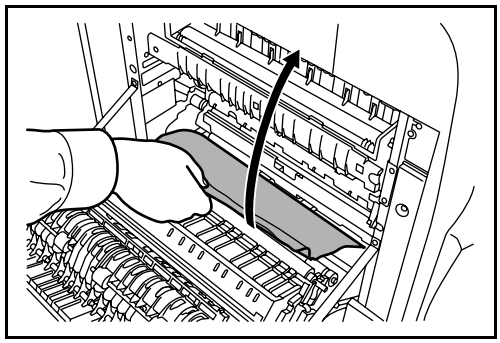
Duplex Unit

Follow the steps below to clear paper jams in the duplex unit.

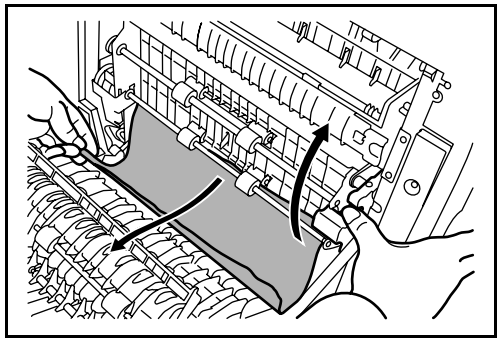
1 Pull up left cover 1 lever and open the left cover.



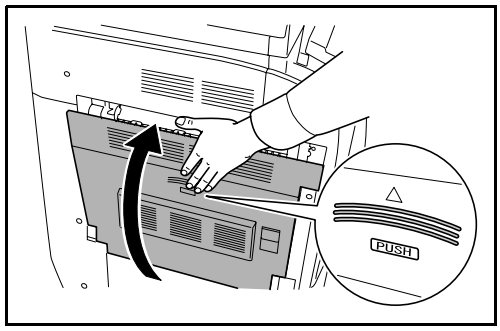
2 Remove the jammed paper.



3 Lift the duplex unit and remove the jammed paper.



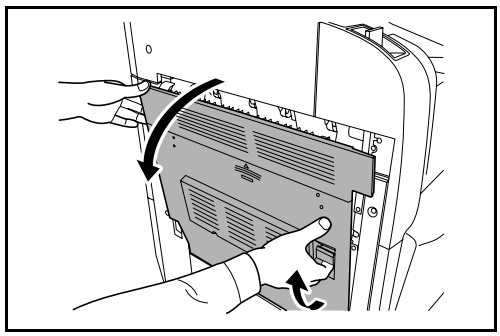
4 Press the specified position to close left cover 1.



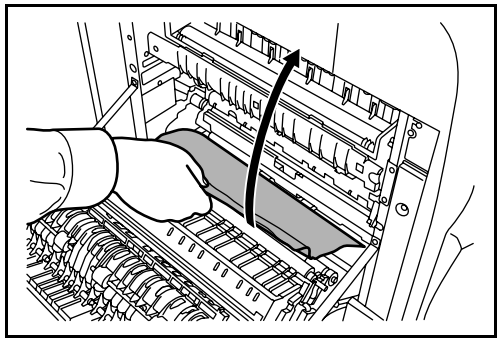
Duplex Unit and Cassette 1

Follow the steps below to clear paper jams in duplex unit and cassette 1.

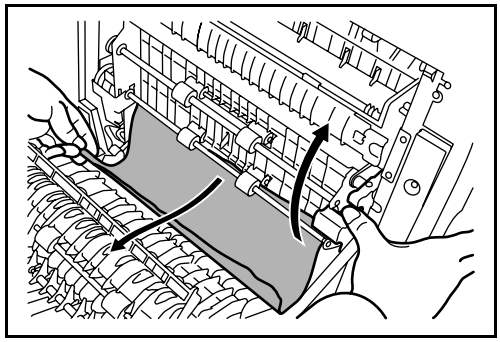
1 Pull up left cover 1 handle and open left cover.



2 Remove the jammed paper.

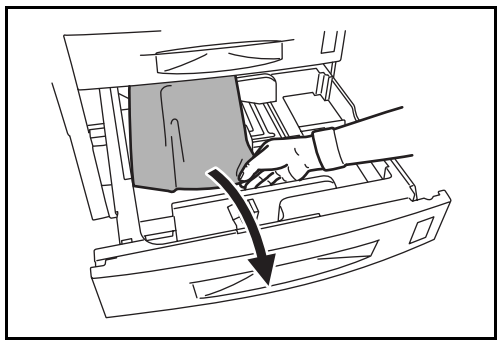


3 Lift duplex unit and remove the jammed paper.



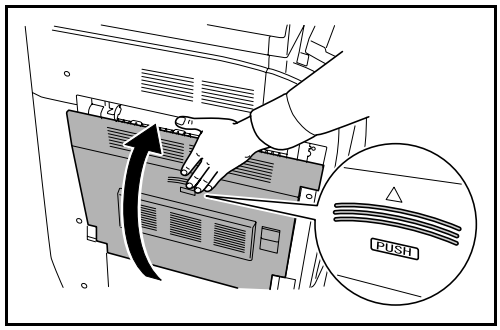
4 Pull out cassette 1 and remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.



5 Push cassette 1 back in place securely.

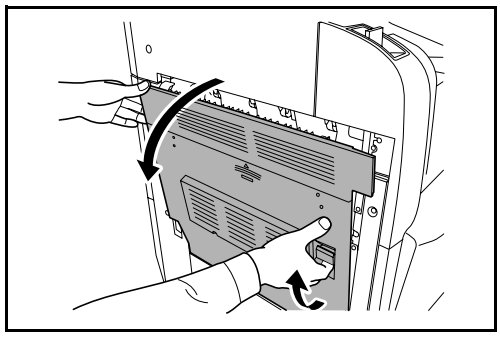
6 Press the specified position to close left cover 1.



Paper Feed Unit

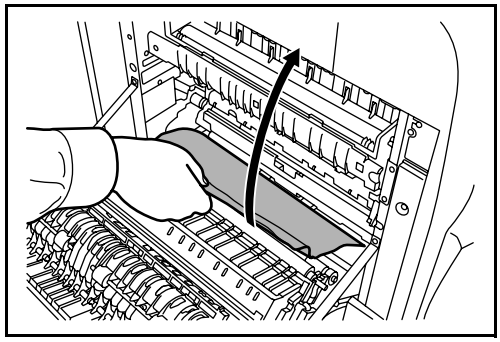
Follow the steps below to clear paper jams in the paper feed unit.

1 Open left cover 1.

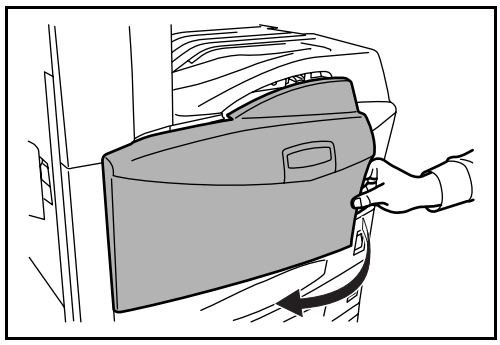


2 Remove the jammed paper.

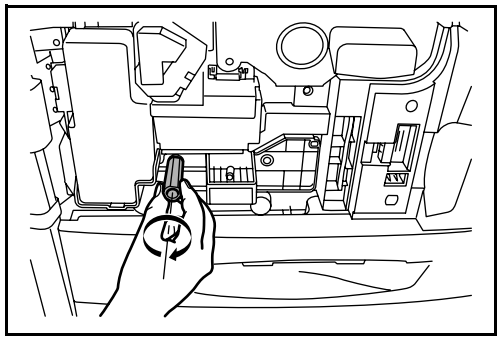
If the paper tears, remove every loose scrap from inside the machine.



3 Open front cover.

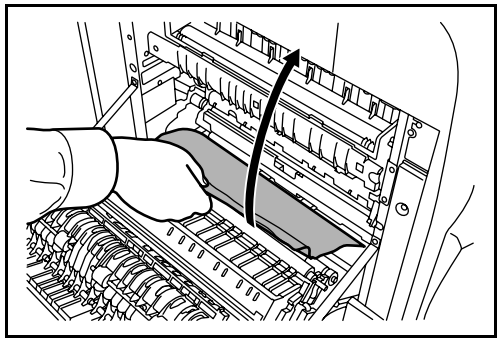


4 Turn the lower green knob (A1) clockwise.

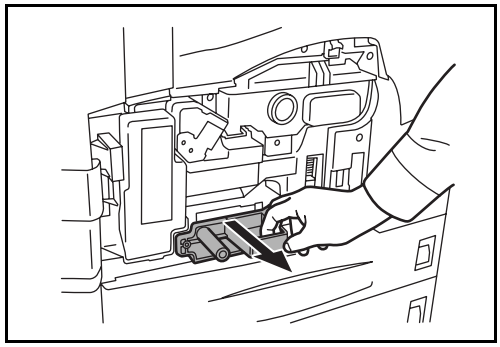


5 Remove the jammed paper.

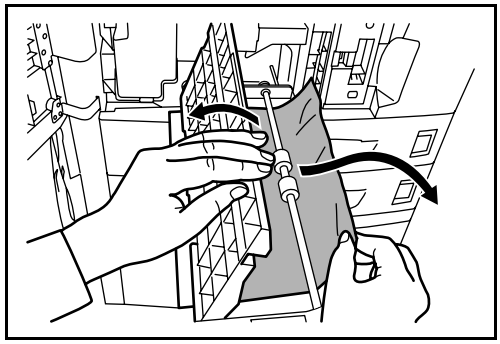
If you cannot remove the paper, proceed with the next step.



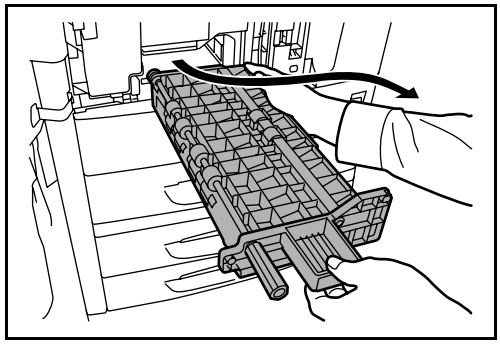
6 Pull out paper feed unit (A2).



7 Open paper feed unit cover (A3) and remove the jammed paper.

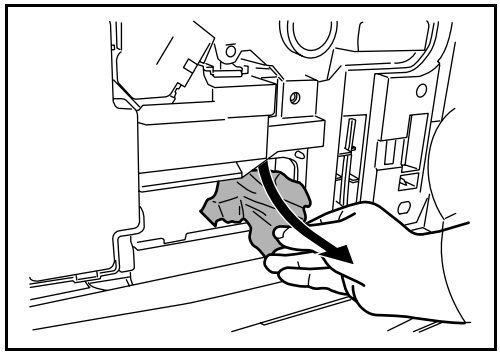


8 If the paper is torn, pull paper feed unit (A2) all the way out and lift it slightly to remove the paper.



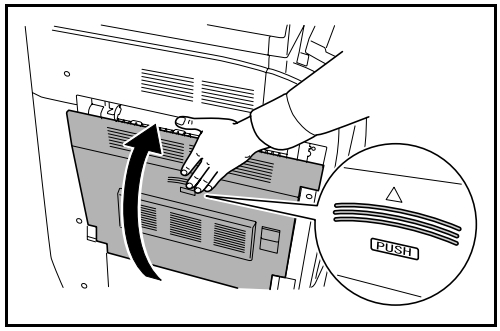
9 Remove the jammed paper.

If you cannot remove the paper, proceed with the next step.



10 Push paper feed unit (A2) back in place, and close the front cover.

11 Press the specified position to close left cover 1.

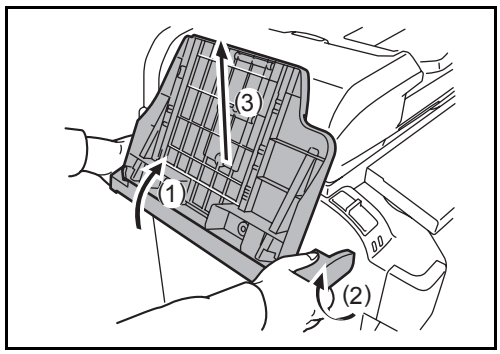


Built-in Finisher (optional)

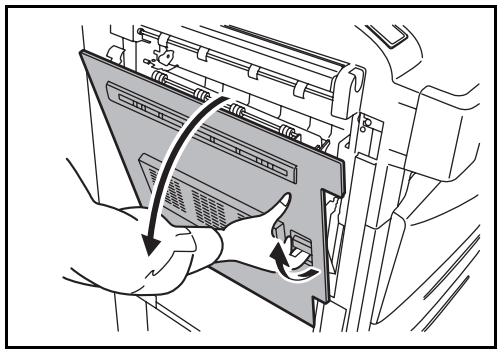
If paper is jammed in the optional built-in finisher, use the procedure below to remove the paper.

1 Remove any paper left in the finisher output slot.

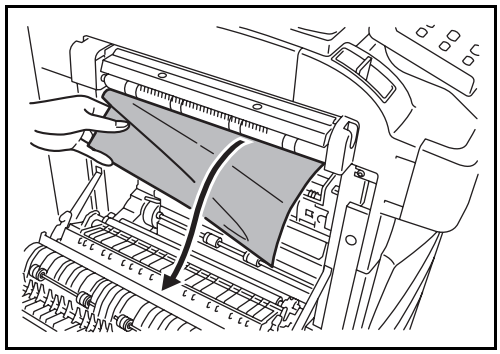
2 Remove the output tray.



3 Lift up the handle on left cover 1 and open left cover 1.

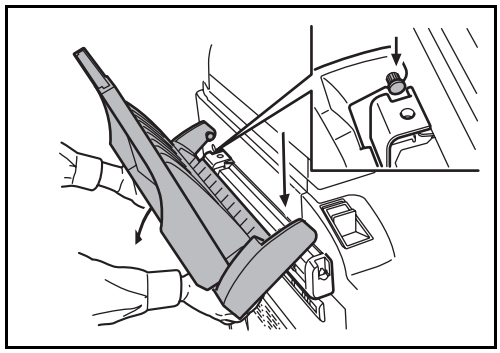


4 Remove any paper.

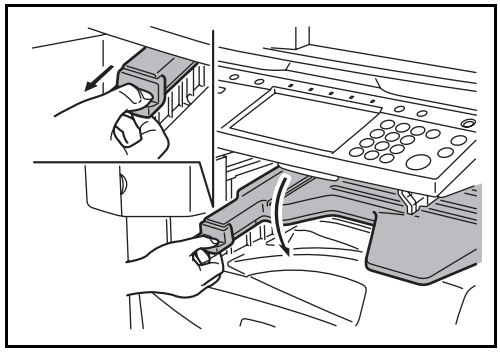


5 Close left cover 1.

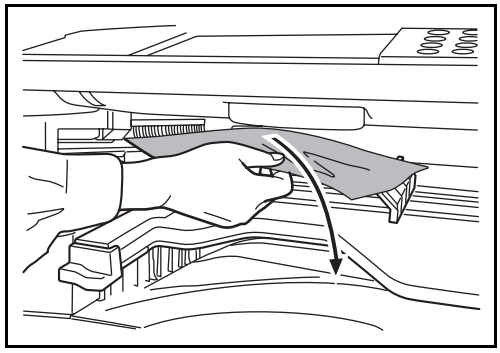
6 Re-attach the output tray.



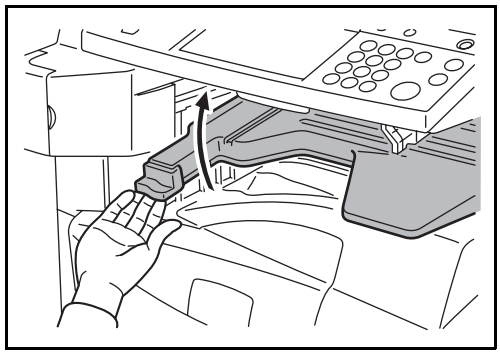
7 Lower the finisher process tray.



8 Remove any paper from the tray.



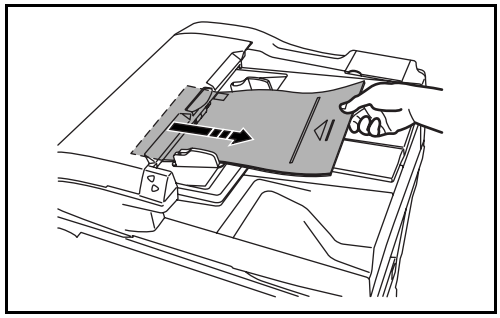
9 Raise the finisher process tray.



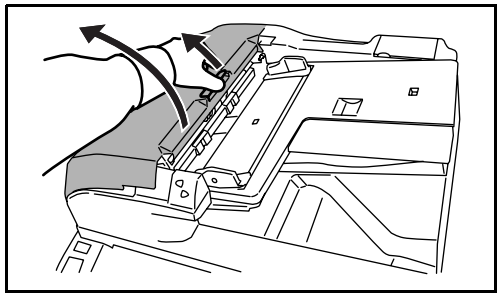
Optional Document Processor

Follow the steps below to clear paper jams in the optional document processor.

1 Remove the original from the original tray.

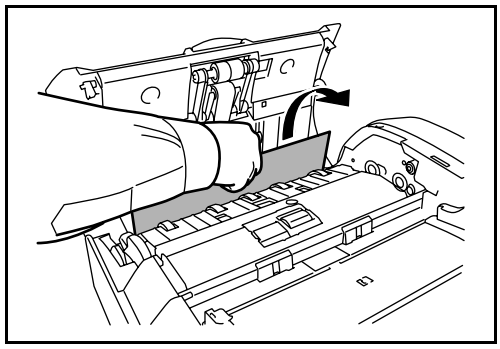


2 Open the document processor top cover.

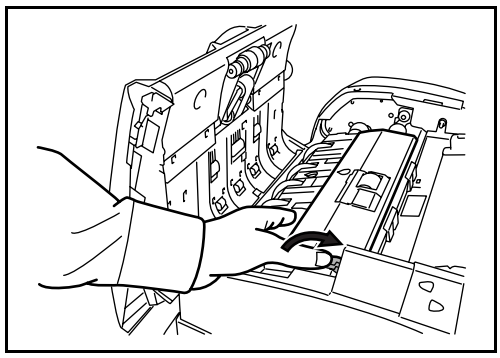


3 Remove the jammed original.

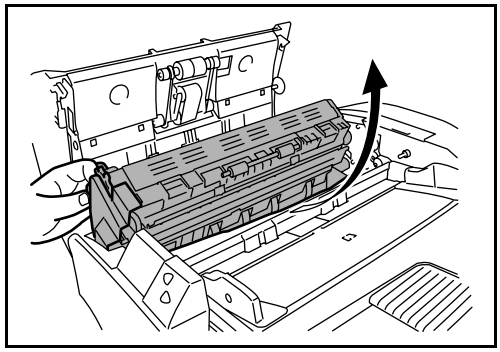
If the original tears, remove every loose scrap from inside the machine.



If it is difficult to remove the original, turn the feed dial. The original will be pushed to a place where it is easier to remove.



4 Lift the reverse unit.



5 Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.

6 Replace the reverse unit, and close the document processor top cover.

7 Reload the originals on the document processor tray.

Optional Document Finisher

If a misfeed occurs in the optional document finisher or 3,000-sheet capacity document finisher, refer to *the respective Operation Guides to clear the jam*.

Appendix

- Character Entry Method Appendix-2
- Specifications Appendix-6

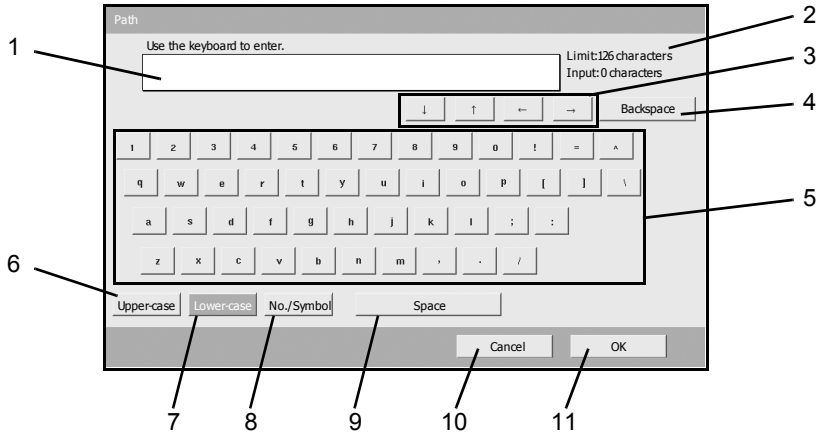
Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE: QWERTY, QWERTZ and AZERTY are available as keyboard layouts the same as a PC keyboard. Press the **System Menu**, [Common Settings] and then [Change] of *Key board* to choose desired layout. QWERTY layout is used here as an example. You may use another layout following the same steps.

Entry Screens

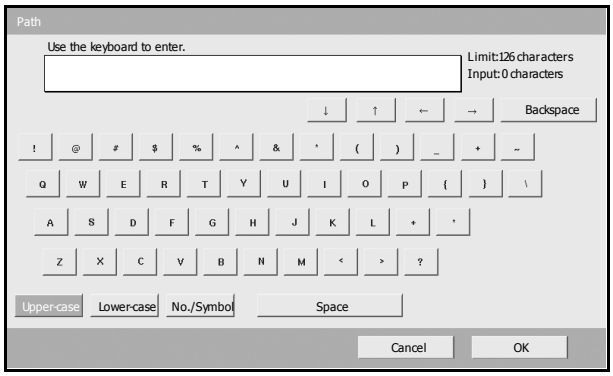
Lower-case Letter Entry Screen



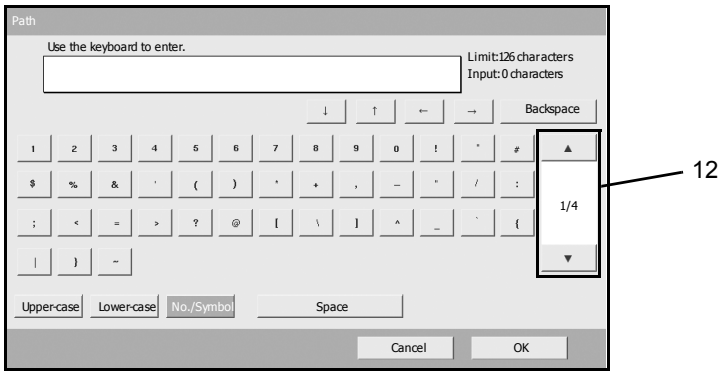
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit Display	Displays maximum number of characters.
3	Cursor Key	Press to move the cursor on the display.
4	[Backspace]	Press to delete a character to the left of the cursor.
5	Keyboard	Press a character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters,
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert a space.

No.	Display/Key	Description
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry.
11	[OK]	Press to finalize entry and return to the screen before the entry.

Upper-case Letter Entry Screen



Number/Symbol Entry Screen



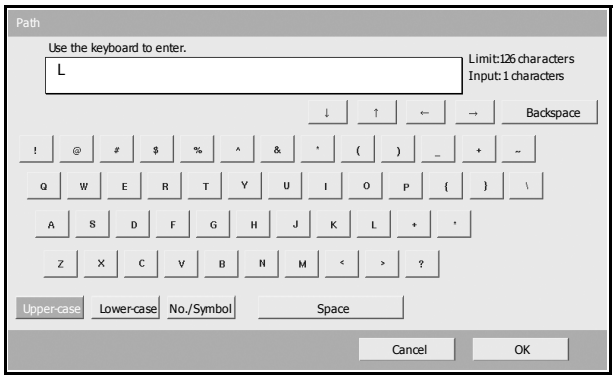
No.	Display/Key	Description
12	[▲]/[▼]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

Entering Characters

Follow the steps shown below to enter *List A-1* for example.

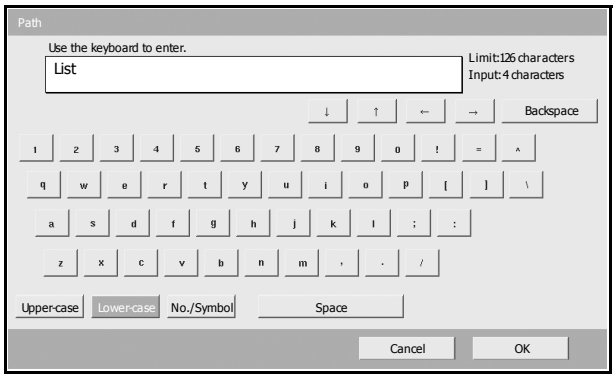
1 Press [Upper-case].

2 Press [L]. The letter *L* is shown on the display.



3 Press [Lower-case].

4 Press [i], [s], [t] and [Space].



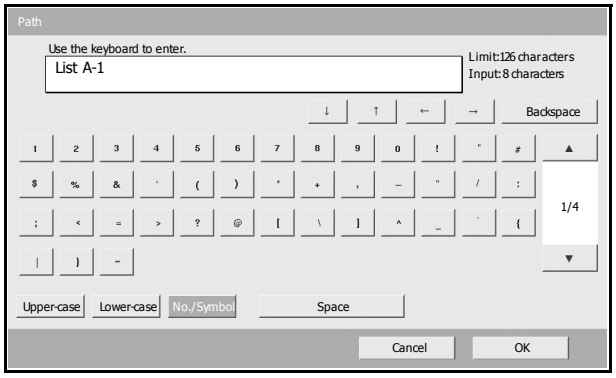
5 Press [Upper-case].

6 Press [A].

7 Press [No./Symbol].

8 Press [▲] or [▼] repeatedly to view the keyboard containing [-] and [1].

9 Press [-] and [1].



10 Check that the entry is correct. Press [OK].

Specifications

NOTE: Specifications are subject to change without notice.

Machine

Copying System	Indirect Electrostatic System
Originals Supported	Sheets, Books, 3-dimensional objects (maximum original size: A3/Ledger)
Copy Sizes	
Cassettes 1 and 2	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, 16K-R
Multi Purpose Tray	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Executive, Statement-R, A3, B4, A4, A4-R, B5, B5(ISO), B5-R, A5-R, B6-R, A6-R, Oufuku Hagaki, Hagaki, Envelope DL, Envelope C5, Envelope C4, Comm.#10, Comm.#9, Comm.#6-3/4, Monarch, Youkei 2, Youkei 4, Folio, 8K, 16K, 16K-R
Duplexing	A3 to A5-R, Ledger to Statement-R
Non-Copying Margin	0.5 to 5.5 mm maximum
Paper Supply Capacity	
Cassettes 1 and 2	500 sheets (80 g/m^2)
Multi Purpose Tray	200 sheets (80 g/m^2)
Output Tray Capacity	250 sheets (80 g/m^2), 150 sheets (80 g/m^2, with built-in finisher)
Warm-up Time	30 sec. Time for recovery from Sleep: 15 sec. (at room temperature 22ºC/71.6ºF, 60% RH)
Memory	512 MB standard
Hard Disk	80 GB
Operating Environment	
Temperature	10 to 32.5ºC/50 to 90.5ºF
Humidity	15 to 80%
Altitude	2,500 m maximum
Illumination	1,500 lux maximum
Power Source	AC 120 V 60 Hz 11.5 A / AC 220 to 240 V 50 Hz 6.3 A
Dimensions (W) × (D) × (H)	23 9/16 × 25 7/16 × 29 5/16" / 599 × 646 × 745 mm
Weight	187 lbs / 85 kg
Footprint	29 5/8 × 25 7/16" (with Multi Purpose Tray) 753 × 646 mm (with Multi Purpose Tray)

Copier

Copying Speed (Platen)	
30 ppm model	A3/Ledger: 20 sheets/min B4/Legal: 20 sheets/min A4/Letter: 30 sheets/min A4-R/Letter-R: 22 sheets/min B5: 30 sheets/min B5-R: 20 sheets/min A5-R: 14 sheets/min A6-R: 16 sheets/min
40 ppm model	A3/Ledger: 23 sheets/min B4/Legal: 23 sheets/min A4/Letter: 40 sheets/min A4-R/Letter-R: 27 sheets/min B5: 40 sheets/min B5-R: 22 sheets/min A5-R: 16 sheets/min A6-R: 18 sheets/min
50 ppm model	A3/Ledger: 26 sheets/min B4/Legal: 26 sheets/min A4/Letter: 50 sheets/min A4-R/Letter-R: 31 sheets/min B5: 50 sheets/min B5-R: 24 sheets/min A5-R: 18 sheets/min A6-R: 18 sheets/min
First Copy Time	30 ppm model: 3.9 sec. or less (1:1, A4/Letter, Platen) 40/50 ppm model: 3.5 sec. or less (1:1, A4/Letter, Platen)
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi (Photo mode: 1800 dpi equivalent × 600 dpi)
Continuous Copying	1 to 999 sheets
Zoom Level	Any level from 25 to 400% in 1% increments (with the document processor: 25 to 200%) Includes preset zoom levels

Printer

Printing Speed	Same as *Copying Speed*.
First Print Time	Same as *First Copy Time*
Resolution	300 dpi (smoothing available), 600 dpi, Fast 1200 mode
Operating System	Windows 95 (OSR2), Windows 98 (Second Edition), Windows NT 4.0 (Service Pack 5 or later), Windows 2000 (Service Pack 2 or later), Windows Me, Windows XP, Windows Server 2003, Windows Vista, Apple Macintosh OS 9.x/OS X 10.x
Interface	Parallel interface: 1 (based on IEEE1284) Network interface: 1 USB memory slot: 3 (USB Hi-Speed) USB Interface Connector: 1 (USB Hi-Speed) Serial interface (optional): 1 (RS-232C)
Controller Software	
PDL	PRESCRIBE
Emulation	PCL6 (5e, XL) KPDL3 (PostScript3 compatible) KC-GL Line Printer IBM Proprinter X24E DIABLO 630 EPSON LQ-850
Fonts	Outline font: 80 fonts (PCL6) 136 fonts (KPDL3)(optional) Bitmap font: 1 font 79 fonts are processed as outline fonts.
Connectivity	Plug & Play SNMP (printer MIB supported)
Others	
EcoPrint	ON/OFF (printing speed not affected)
Smoothing	KIR ON/OFF 600 dpi mode: 2400 dpi equivalent × 600 dpi
EcoMemory	Memory saving by means of compression and decompression of raster data with software
Internet Printing	IPP/1.0
E-mail Printing	Printing of received E-mail data
e-MPS	Storing print data in HDD for print output

Scanner

Ethernet	10BASE-T/100BASE-TX
Network Protocol	TCP/IP
Color/ Monochrome	Both color and monochrome
Transmission System	PC transmission SMB Scan to SMB FTP Scan to FTP E-mail transmission SMTP Scan to E-mail TWAIN scan*2 TWAIN source WIA scan*3
Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 ×100 dpi, 200 × 400 dpi (* Resolution in FAX mode included)
Gradation	B/W: (a) Text mode: Binary/dot 256 gradations (error diffusion) (b) Photo mode: Binary/dot 256 gradations (error diffusion) (c) Text/Photo mode: Binary/dot 256 gradations (error diffusion) (d) OCR mode: Binary/dot 2 gradations Color: RGB 256 values/dot
Zoom Level	Same as Copier Zoom Level
Scanning Capacity	Max. 999 sheets (998 sheets for 2-sided originals)
File Format	TIFF (MMR/JPEG compression), JPEG, PDF (MMR/JPEG compression), PDF (high compression)*4
Scanning Speed*1	1-sided B/W 50 sheets/min Color 25 sheets/min 2-sided B/W 25 sheets/min Color 12.5 sheets/min (A4 landscape, 600 dpi, Image quality: Text/Photo original)

*1 When using the Document processor (without TWAIN scanning)
*2 Available Operating System : Windows 2000 (Service Pack 2 or later), Windows XP, Windows Vista
*3 Available Operating System : Windows Vista
*4 When using the PDF Upgrade Kit

Document Processor (option)

Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: Ledger/A3 Minimum: Statement-R/A5-R
Paper Weight	45 to 160 g/m^2
Loading Capacity	100 sheets (50 to 80 g/m^2) maximum Mixed original sizes (auto selection): 30 sheets (50 to 80 g/m^2) maximum
Dimensions (W) × (D) × (H)	22 3/8 × 20 11/16 × 5 7/8" 569 × 525 × 149 mm
Weight	Approx. 28.6 lbs or less / Approx. 13 kg or less

Paper Feeder (option)

Paper Supply Method	Friction Feed (No. Sheets: 500, 80 g/m^2, 2 cassettes)
Paper Size	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, 16K-R
Supported Paper	Paper weight: 60 - 105 g/m^2 Media types: standard, recycled, color
Dimensions (W) × (D) × (H)	23 5/16 × 23 1/4 × 12 3/8" 585 × 590 × 315 mm
Weight	Approx. 57.2 lbs. / Approx. 26 kg

3000 Sheet Paper Feeder (option)

Paper Supply Method	Friction retard method (No. sheets: 3,000, 80 g/m^2)
Paper Size	Letter, A4, B5
Supported Paper	Paper weight: 60 - 105 g/m^2 Paper types: standard, recycled, color
Dimensions (W) × (D) × (H)	23 5/16 × 23 5/8 × 12 3/8" 585 × 600 × 314 mm
Weight	Approx. 50.6 lbs. / Approx. 23 kg

Document Finisher (option)

Number of Trays	1 tray
Paper Size (Non-stapling)	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 500 sheets Letter, Letter-R, A4, A4-R, B5, 16K: 1,000 sheets
Supported Paper Weight	Stapling: 80 g/m^2 or less
Maximum Sheets for Stapling	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio: 20 sheets Letter, Letter-R, A4, A4-R, B5: 30 sheets (Paper weight 80 g/m^2 or less)
Dimensions (W) × (D) × (H)	22 × 20 $_{11/16}$ × 36 $_{1/16}$" 558 × 526 × 916 mm
Weight	Approx. 55 lbs. / Approx. 25 kg

3000 Sheet Document Finisher (option)

Number of Trays	3 tray
Paper Size	
Tray A (Non-stapling)	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 1,500 sheets Letter, Letter-R, A4, A4-R, B5, 16K: 3,000 sheets
Tray B	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 100 sheets Letter, Letter-R, Statement-R, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, 16K, 16K-R: 200 sheets Hagaki: 200 sheets
Tray C	Letter, Statement-R, A4, B5, A5-R, B6-R, A6-R, 16K: 50 sheets Hagaki: 50 sheets
Supported Paper Weight	Stapling: 90 g/m^2 or less Punching (option): 45 - 200 g/m^2
Maximum Sheets for Stapling	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 30 sheets, Letter, Letter-R, A4, A4-R, B5, 16K: 50 sheets (Paper weight 90 g/m^2 or less)
Dimensions (W) × (D) × (H)	26 $_{15/16}$ × 22 $_{3/16}$ × 42 $_{13/16}$" 684 × 563 × 1087 mm
Weight	Approx. 105.6 lbs. or less / Approx. 48 kg or less

Job Separator (option)

Number of Trays	1 tray
Maximum Sheets	100 sheets (80 g/m^2)
Paper Size	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Executive-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, Folio
Paper Type	Paper weight: 45 - 160 g/m^2 Paper type: plain, recycled, color, thin
Dimensions (W) × (D) × (H)	20 $_{13/16}$ × 18 $_{11/16}$ × 3 $_{3/16}$" 530 × 475 × 82 mm
Weight	3.3 lbs. or less / 1.5 kg or less

Built-in Finisher

Number of Trays	1 tray
Paper Size	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio: 250 sheets
(Non-Stapling) Supported Paper	Letter, Letter-R, A4, A4-R, B5: 500 sheets 60 to 80 g/m^2
Maximum Sheets for Stapling	Ledger, Legal, A3, B4, Folio: 20 sheets Letter, Letter-R, A4, A4-R, B5: 30 sheets (Paper weight 80 g/m^2 or less)
Dimensions (W) × (D) × (H)	12 $_{3/16}$ × 16 $_{1/8}$ × 6 $_{5/16}$" 310 × 410 ×160 mm
Weight	19.8 lbs or less / Approx. 9 kg or less

Environmental Specifications

Time to Sleep mode (default setting)	8 minutes
Duplexing	Standard
Paper supply capability	100% recycled paper may be used.

NOTE: Consult your dealer or service representative for recommended paper types.

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We recommend the use of our own brand supplies.
We will not be liable for any damage caused by the use of third party supplies in this machine.

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-6000

New York Branch:
1410 Broadway 23rd floor
New York, NY 10018
TEL : (917) 286-5400
FAX : (917) 286-5402

Northeastern Region:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-4401

Midwestern Region:
201 Hansen Court Suite 119
Wood Dale, Illinois 60191
TEL : (630) 238-9982
FAX : (630) 238-9487

Western Region:
14101 Alton Parkway,
Irvine, California 92618-7006
TEL : (949) 457-9000
FAX : (949) 457-9119

Southeastern Region:
1500 Oakbrook Drive,
Norcross, Georgia 30093
TEL : (770) 729-9786
FAX : (770) 729-9873

Southwestern Region:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 550-8987
FAX : (972) 252-9786

National Operation Center & National Training Center:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 659-0055
FAX : (972) 570-5816

Latin America Division:
8240 N.W. 52nd. Terrace Dawson Building,
Suite 108 Miami, Florida 33166
TEL : (305) 421-6640
FAX : (305) 421-6666

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada
TEL : (905) 670-4425
FAX : (905) 670-8116

KYOCERA MITA MEXICO, S.A. DE C.V.

Av. 16 de Septiembre #407
Col. Santa Inés,
Azcapotzalco México,
D.F. 02130, México
TEL : (55) 5383-2741
FAX : (55) 5383-7804

KYOCERA MITA EUROPE B.V.

Hoeksteen 40, 2132 MS Hoofddorp,
The Netherlands
Phone: +31.20.654.0000
Home page: http://www.kyoceramita-europe.com
Email: info@kyoceramita-europe.com

KYOCERA MITA NEDERLAND B.V.
Beechavenue 25, 1119RA Schiphol-Rijk
The Netherlands
Phone: +31.20.58.77.200

KYOCERA MITA (UK) LTD
8 Beacontree Plaza
Gillette Way Reading Berks RG2 0BS,
U.K.
Phone: +44.1189.311.500

KYOCERA MITA ITALIA S.p.A.
Via G. Verdi, 89 / 91, 20063 Cernusco s/N
Milano, Italy
Phone: +39.02.92179.1

S.A. KYOCERA MITA BELGIUM N.V.
Sint-Martinusweg 199-201, 1930 Zaventem,
Belgium
Phone: +32.2.720.9270

KYOCERA MITA FRANCE S.A.
Parc Les Algorithmes Saint Aubin
91194 GIF-SUR-YVETTE,
France
Phone: +33.1.6985.2600

KYOCERA MITA ESPAÑA S.A.
Edificio Kyocera, Avda de Manacor No. 2,
28290 Las Matas (Madrid),
Spain
Phone: +34.91.631.8392

KYOCERA MITA FINLAND OY
Kirvesmiehenkatu 4, 00880 Helsinki,
Finland
Phone: +358.9.4780.5200

KYOCERA MITA (SCHWEIZ)
Hohlstrasse 614, 8048 Zürich
Switzerland
Phone: +41.1.908.4949

KYOCERA MITA DEUTSCHLAND GMBH
Otto-Hahn-Str. 12 D-40670 Meerbusch,
Germany
Phone: +49.2159.918.0

KYOCERA MITA GMBH AUSTRIA
Eduard-Kittenberger-Gasse 95,
1230 Wien,
Austria
Phone: +43.1.86338.210

KYOCERA MITA SVENSKA AB
Esbogatan 16B 164 75 Kista,
Sweden
Phone: +46.8.546.55000

KYOCERA MITA NORGE
Postboks 150 Oppsal, NO 0619 Oslo
Olaf Helsetsvei 6, NO 0694 Oslo,
Norway
Phone: +47.22.62.73.00

KYOCERA MITA DANMARK A/S
Ejby Industrivej 1, DK-2600 Glostrup,
Denmark
Phone: +45.5687.1100

KYOCERA MITA PORTUGAL LDA.
Rua do Centro Cultural, 41 (Alvalade) 1700-106 Lisbon,
Portugal
Phone: +351.21.842.9100

KYOCERA MITA SOUTH AFRICA (PTY) LTD.
527 Kyalami Boulevard,
Kyalami Business Park Midrand,
South Africa
Phone: +27.(0)11.540.2600

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008,
U.S.A.
Phone: (973) 808-8444

KYOCERA MITA AUSTRALIA PTY. LTD.
Level 3, 6-10 Talavera Road, North Ryde,
N.S.W. 2113 Australia
Phone: (02) 9888-9999

KYOCERA MITA NEW ZEALAND LTD.
1-3 Parkhead Place, Albany
P.O. Box 302 125 NHPC, Auckland,
New Zealand
Phone: (09) 415-4517

KYOCERA MITA (THAILAND) CORP., LTD.
9/209 Ratchada-Prachachem Road,
Bang Sue, Bangkok 10800, Thailand
Phone: (02) 586-0320

KYOCERA MITA SINGAPORE PTE LTD.
121 Genting Lane, 3rd Level,
Singapore 349572
Phone: 67418733

KYOCERA MITA HONG KONG LIMITED
11/F., Mita Centre,
552-566, Castle Peak Road,
Tsuen Wan, New Territories,
Hong Kong
Phone: 24297422

KYOCERA MITA TAIWAN Corporation.
7F-1~2, No.41, Lane 221, Gangchi Rd.
Neihu District, Taipei, Taiwan, 114. R.O.C.
Phone: (02) 87511560

KYOCERA MITA Corporation

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: (06) 6764-3555
http://www.kyoceramita.com

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